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RULES

FOR KEEPING

THE PRINCIPAL RECORD BOOKS

USED AT

DEPARTMENT AND GENERAL HEADQUARTERS

AND AT THE

ADJUTANT GENERAL'S OFFICE;

AND

FOR MAKING THE PRINCIPAL REPORTS,
RETURNS &c., REQUIRED FOR
THE ADJUTANT GEN-
ERAL'S OFFICE.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1862.

385
MUR

a.c. United States - war debt of

ADJUTANT GENERAL'S OFFICE,


Washington, Dec. 25, 1862.

The following revised rules, observed in keeping the principal record books used at this office, and directions for making the principal Returns and Reports required for this office, are published for the information of Staff Officers and others who may be engaged in kindred duties.

L. THOMAS,

Adjutant General.

61412



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I. LETTERS RECEIVED.

(7 quires, Demy—Russia, with spring back.)

1..All official communications received, will be entered in this book, excepting only such letters of mere transmittal of orders, returns, certificates of disability, requisitions, &c., as need not be preserved. The orders, returns, certificates, requisitions, &c., themselves, will be appropriately entered in other books, specially provided for the purpose, and which will be described hereafter.

2..Before being entered, every letter will be folded and endorsed; *Letter* paper, in three equal folds—*Cap* paper, in four. The endorsement on the *first* fold,* will give the *place* and *date* of letter, *name* and *rank* of writer, and a *summary* of its *contents*; and, if other papers accompany the letter, the number of these transmitted will be noted in *red* ink just below the endorsement. *Each enclosure will be numbered, and bear the same office marks as the letter transmitting it.* For manner of endorsing letters, recording them in the book, and marking the enclosures, if any, see Figures 1, 2, and 3.

3..Every letter, requiring to be preserved, will be entered *alphabetically* and *numbered*, the series of numbers beginning and terminating with the year, and including all letters *dated* (whether received or not) within the year. Only one number will be given to each letter received, with its enclosures, so that the sum of the numbers under each alphabetical entry in the book of "Letters Received," during any year, will show the number of letters, dated in that year, which have been received.

4..As a general rule, every letter will be entered in the name of its writer; for the exceptions, see paragraphs 7, 8, 9, and 10.

The name of every person from whom a letter is received, as well as the names of the individuals, if any, referred to in the endorsement, will be indexed alphabetically—the *number* given to the letter being recorded in *black* ink, opposite the name of the former, and the *letter* and *number*, in *red* ink, opposite the names of the latter.—See Figure 8.

* The first fold means the one at the *top* of the page.

A red line will be drawn in the book of "Letters Received" under the names of the person or persons mentioned in the endorsement recorded therein, as soon as such names have been indexed.

A detached index is used until the record book is full, when the names are arranged under each letter, in alphabetical order, and thus classified—by years, when the book serves for more than a year—they are transferred to the permanent index attached to the record book.—See Figure 9.

5..The book of "Letters Received" will contain a *side* index, extending throughout, and will be divided among the several letters of the alphabet, according to the probable space required for entries under each letter. The book will be paged, and each page divided into three columns, headed "When received," "Name," "Date and purport of letter," respectively, (see Fig. 3,) which also exhibits the entry in the book of the letter represented by Fig. 1.

6..Each entry will be separated from the one preceding it, by a red ink line; and where two or more letters relate to the same subject, they will be either filed together, or made to refer to each other by their *numbers*; and the filing or reference will be noted in the book, as well as on the letters themselves.—See Figs. 4 and 5.

7..Letters from the Executive and Staff Departments, and other public offices in Washington, will be entered, alphabetically, in the names of the *department*, or *offices* themselves; but the entry will always exhibit the writer's name likewise. Thus, communications from the War Department would be endorsed as follows:

WAR DEP'T, &c. &c. &c.
<hr style="width: 10%; margin: 10px auto;"/>
WAR DEPARTMENT, Hon. S. C——, Secretary.
<hr style="width: 10%; margin: 10px auto;"/>

8..Communications from the President will be entered in the letter P; from State Department, in S; Treasury, T; War, W; Navy and its Bureaus, N; Post Office and its Bureaus, P; Interior, I; Attorney General, Adjutant General's Office, Army Headquarters, Military Academy, A; Soldiers' Home, S; Quartermaster General, Q; Subsistence, S; Surgeon General, S; Paymaster General, P; Engineer and Topographical Engineer Departments, E; Ordnance, O; Recruiting Service, Superintendent of, R; Pension Office, P; First and Second Comptrollers, C; the several Auditors, A; Treasurer of the United States, T; Commissioner Indian Affairs, I; General Land Office, L; Solicitor's Office, S; Patent Office, P; and from Headquarters of Departments under the letter E, if received from the Department of the East; W, if from that of the West, &c.

9..Communications from Governors of States, will be entered in the names of the *States*, the entry showing, likewise, the Governors' names. Thus, a letter from the Governor of New York would be endorsed as follows:

ALBANY, N. Y.,
&c., &c.

NEW YORK.—State of.

Hon. J. A. K——, Governor.

The same course will be pursued in the case of communications received from the Mayor of a City, or the President of an Institution, &c.

10.. Letters from Staff Officers, written by direction of their Generals, will be entered in the name of the Department which such Generals may command, as exemplified below:

<p style="text-align: center;">HD. QRS. DEPT. OF N. M., <i>Santa Fé, Jan'y —, 18—.</i></p> <hr style="width: 10%; margin: 10px auto;"/> <p style="text-align: center;">NEW MEXICO.—Dept. of.</p> <p style="text-align: center;">Genl. Garland by Maj. Nichols, A. A. G.</p> <hr style="width: 10%; margin: 10px auto;"/>

11.. Communications addressed to the War Department or Adjutant General's Office, and thence referred, without an accompanying letter, to General or Departmental Headquarters for report, or to be disposed of, will be entered, in the ordinary way, in the names of their writers, a note (in red ink) being simply made in the book, to show the fact of reference, thus—(from A. G. O.,) or (from General Headquarters,) as the case may be.—See Figure 3.

12.. Where letters are referred from the office for report or for the action of superior authority, &c., a note of the fact must be made (in red ink) in this book, with a citation of the page in the "Endorsement Book"—or "Letter Book," if referred by letter—where the endorsement or letter is recorded. When the communication is returned, a memorandum to this effect will be made in the book; and, if accompanied by a report, reference will be made to it. If the report is filed with the letter, originally referred, this fact will also be noted; and, if the letter is an application for leave or extension of leave, a note will be made on the receipt of the order granting or extending such leave, giving the number of the order and the source whence issued.—Figures 4, 5, and 6, illustrate the foregoing requirements.

13..Should the portion of this book, appropriated to any particular letter of the alphabet, prove insufficient for entries under that letter, they will be transferred to a few of the *last* leaves allotted to some other letter of the alphabet, where there is more space than will probably be required. The fact of transfer will be noted, in large characters, (in red ink,) at the bottom of the page from which transferred, and at the top of the page to which carried, as shown in Figure 7.

SUGGESTIONS.

The clerk's first duty on receiving letters for entry, is to see, not only that every letter is endorsed, but also that the endorsement is a faithful *résumé* of the contents of such letter. No specific rule can here be laid down, relative to the mode of endorsing; but a few hints on the subject, it is thought, will prove of great help to such as, from want of experience, are apt to regard this part of their duties as presenting great difficulty.

A *careful* perusal of the letter is, of course, of primary importance, and it will be a great convenience to the beginner to jot down on a scrap of paper, as he reads, the principal points of the letter. He will thus be enabled, on proceeding to endorse it, briefly and clearly to present the subject-matter of the communication, without omitting any of its principal points.

The endorsement on applications for leave of absence should, besides stating the length of extension asked for, give the number of the order, granting the original leave, and the source whence issued.

Whenever a letter is received, covering reports, &c., of more than ordinary interest, it is best, in order to give a better understanding of the import of such reports, &c., without making the endorsement of unusual length, to enter them separately and file them with the letter of transmittal, making, on each paper, a remark (in red ink) to that effect.—See Fig.

U. 37.

HEADQ. DEPT. OF UTAH,
Camp Scott, U. T.,
April 15, 1858.

UTAH.—Department of.
Colonel A. S. J——, Comd'g.

Transmits letters* with enclosures from Governor C——, and copy of his reply,* with accompanying papers; reports having no information to induce him to found any action upon the expectation of immediate peace, &c., &c.

* Entered, respectively, as "U. 35" and "36," and filed herewith.

U. 35.

EXECUTIVE OFFICE,
G. S. L. City, U. T.,
April 15, 1858.

UTAH.—Territory of.
His Excell'y A. C——, Gov'r,
to
Col. A. S. J——, Comd'g Dept.

Reports his arrival in G. S. L. City, and his having been, all along the route, recognised as Governor. encloses two letters from Mr. W. H. H——, late acting secretary *pro tem.*, charging the Indian agents and others with inciting the Indians to acts of hostilities against the Mormons, &c.

(Two enclosures.)

See "U. 36" and filed with "U. 37."

U. 36.

HEADQ. DEPT. OF UTAH,
Camp Scott, U. T.,
April 21, 1858.

UTAH.—Department of.
Colonel A. S. J——, Comd'g,
to
His Excell'y A. C——, Gov'r.

In answer to his letter of the 15th instant, asks to be informed when the Mormon force is to be disbanded; encloses letters from Indian agents, F—— and H——, and also affidavits showing the Indians have committed no act of hostility against the Mormons at the instigation of any person connected with the army, &c.

(Five enclosures.)

See "U. 35" and filed with "U. 37."

The proceedings of councils of administration, of boards, &c., are generally forwarded without any letter of transmittal. In such cases, to make an intelligible entry of the papers, the endorsement of the officer forwarding such proceedings, will be considered as, in itself, a letter, and the papers will be endorsed, on the next fold, accordingly. The following is an illustration of this case:

Report of a board of officers, convened at Fort H——, December 28, 1858, for the examination of Sergeant S. M. F——, of Company "M," 2d Artillery.

HEADQ. 2D ARTILLERY,
Fort H——, Jan. 16, 1859.
Respectfully forwarded.

J. D——,
Lt. Col. 2d Art'y,
Comd'g Regt.

HEADQ. 2D ART'Y,
Fort H——, Jan. 16, 18—.

D——, J., Bvt. Col.,
Lt. Col. 2d Art'y.

Forwards proceedings of Board of officers convened for the examination of Sergeant S. M. F——, of Company "M," 2d Artillery, &c.

Petitions, &c., signed by officers, should be entered in the name of the *senior* officer signing such paper. Should the senior officer, however, be also the commander of a military department, it will be entered in the usual way, under the *name* of the *department* which he commands, as shown below:

HD. QRS. DEP'T OF UTAH,
Camp Floyd, Dec. 23, 18—.

UTAH.—Department of.
Bvt. Brig. Gen. A. S. J——, Comd'g.

Forwards memorial, signed by himself and officers on duty in Departm't of Utah, relative to present defective system of recruiting for the army, &c.

The same, when signed by citizens and forwarded through Department Headquarters, will be entered as coming from such department, the endorsement of the officer commanding, being, for facility of reference, considered as a letter of transmittal:

HD. QRS DEPT. OF TEXAS,
San Antonio, June —, 18—.

TEXAS.—Department of.

Bvt. Maj. Genl. D. E. T——, *Comd'g.*

Forwards petition of Mr. J. L——
 and others, citizens of the valley of ——,
 asking a military force to be stationed in
 the valley, for the protection of settlers,
 &c.

Proceedings of General Courts-martial will *not* be entered in the book of "Letters Received," but will be disposed of as hereinafter directed.

Copies of letters furnished to Department or General Headquarters, for information, will, in the endorsement, besides giving the name and rank of the writer, state to whom the original letter has been sent, as shown on the following page:

Copy.

HD. QRS. DEPT. OF N. MEXICO,
Santa Fé, March 13, 18—.

NEW MEXICO.—Department of.
Bvt. Brig. Gen. J. Garland
to
Col. A. S. J——, Comd'g Dept. of Utah.

Copy.

ADJT. GENL'S OFFICE,
Washington, Apl. 16, 18—.

THE ADJUTANT GENERAL
to
Commanding Officer, Fort Leavenworth.

Letters of promotion or appointment are endorsed in the name of the officer promoted or appointed.

<p style="text-align: right;">WAR DEPARTM'T, Nov. 17, 18—.</p> <hr/> <p style="text-align: center;">D———, Jas., 1st Lt. 10th Infantry.</p> <hr/> <p style="text-align: center;">Sec. of War notifies him of his promotion as 1st Lieut.</p> <hr/>

Semi-monthly letters, acknowledging receipt of communications and orders, required by existing orders to be furnished to the Headquarters of the Army and the Adjutant General's Office, and tri-monthly reports of the recruiting service at depots and rendezvous, will not be entered in the book of "Letters Received," but will be filed in the same way as required for copies of General and Special Orders. For the mode of filing, see "SPECIAL ORDERS."

To avoid, as much as possible, transferring entries under one alphabetical letter to the pages allotted to another, as indicated in paragraph 13 of these "Rules" — whenever a new book is required — the number of pages on which entries, under each of the several letters of the alphabet, have been recorded in the old book, will be added up, and the total of these will then be taken as the probable number of pages, to be appropriated to such letter, in the new book.

FIG. 1.

S. 252.

CAMP FLOYD, U. T.,
Nov., 30, 1858.

SMITH, C. F., Bvt. Col
Lieut. Col. 10th Inf.

Requests to be furnished with date and cause of discharge of Privates *J. Muneratti* and *G. Freas*, Company "G," 10th Infantry, and also that Private *P. Dougherty* be ordered to join his company, &c.

(One enclosure.)

Received (Hd. Qrs.) Dec. 31, 1858.

FIG. 2.

S. 252. (Hd. Qrs.) Dec. 31, 1858.

1858.

FIG. 3.
LETTERS RECEIVED. S.

When received.	Name of writer.	Date and purport of letter.
December 31. 252. <i>(From</i>	SMITH, C. F., Bvt. Col. Lt. Col. 10th Inf. <i>A. G. O.)</i>	CAMP FLOYD, U. T., Nov. 30, 1858. Requests to be furnished with date and cause of discharge of Privates <i>J. Muneratti</i> and <i>G. Freas</i> , Company "G," 10th Infantry; and also that Private <i>G. Dougherty</i> be ordered to join his company, &c.

FIG. 4.

<p>January 18. 2.</p> <p><i>Forwarded to Adjutant General, Jan. 18, 1859, E. B. vol. 4, p. 153.—See A. 23.</i></p>	<p>DEARING, St. C., 2d Lt. 2d Artillery.</p>	<p>FORT HAMILTON, N. Y., Jan. 12, 1859. Applies for six months' leave of absence, &c.</p>
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D

FIG. 5.

<p>February 5.</p> <p>23.</p> <p><i>See D. 2.</i></p>	<p>THE ADJUTANT GENERAL</p> <p>to</p> <p>2d Lt. St. C. Dearing, 2d Art'y.</p>	<p>A.</p> <p>ADJ'T GENERAL'S OFFICE, <i>Washington, Jan. 31, 1859.</i></p> <p>Secretary of War declines granting his application of the 12th inst., for six months' leave of absence, &c.</p>
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FIG. 6.

<p>October 6.</p> <p>169.</p> <p><i>Forwarded to Adj't General, Oct. 7, 1858. See letter to him of same date, L. B., vol. 7, p. 422. See Special Orders, (A. G. O.,) No. 145.</i></p>	<p>MENDENHALL, J., 1st Lt.</p> <p>4th Artillery.</p>	<p>M.</p> <p>FORT LARAMIE, N. T., <i>Sept. 9, 1858.</i></p> <p>Asks for sixty days' leave with permission to apply for an extension of five months, &c.</p>
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FIG. 7.
LETTERS RECEIVED.

B. 1858—(*Continued.*)

When received.	Name of writer.	Date and purport of letter.
	BROUGHT FROM PAGE 124.	
	TRANSFERRED TO PAGE 255.	

II. LETTER BOOK.

(7 quires, Demy—Russia, with spring back.)

1..Every letter recorded in this book is numbered, (in red ink,) the numbers commencing and terminating with the year, and each letter is separated from the one which follows it, by a red line.

2..In copying letters in the book, the address will be written at the top, the *surname* being written conspicuously in the margin, followed by the *official title*, (if any,) and *christian name*, then the letter itself, thus:

<p>WRIGHT. 15.</p>	<p>2. HEADQUARTERS OF THE ARMY, New York, January 18, 18—. Colonel George, 9th Infantry, Fort Dalles, W. T. or Esq, Samuel H., Baltimore, Md.</p>
<p>27. THOMPSON</p> <hr/> <p>0 Copy furnished Comd'g Officer Fort McHenry, July 22, 18—.</p>	<p>SIR: * * * * *</p> <p>I am, sir, very respectfully, your ob't serv't, Ass't Adj't Gen'l.</p>
	<p>3.</p>

The address of letters written to the commander of a military department, or to an officer *in his capacity as commanding officer of a post, arsenal, &c.*, will, besides the name and title of the officer, give that of the department or post of which he is the commander, and will be indexed both in *his* and in the *name* of the department or post.

The same remarks will apply to letters addressed to the superintendent of the Military Academy, the governor, secretary or treasurer of the Soldiers' Home, &c. The address in the latter case, for instance, would be recorded in the book as follows:

SOLDIERS' HOME. | Ass't Surg'n B. King,
Treas'r U. S. Sol. Home, Washington, D. C.

It sometimes happens—as, for instance, during the temporary absence of the Commander of a department, &c.—that a copy of a letter is received for record in the book, several days after its date, and after one or more letters of subsequent date have been recorded. In such a case it will be copied in the book in the usual way, but a note (in red ink) will be made—between the letter dated immediately prior to the communication in question and the one written next after it in point of date—giving the number of the letter and the page on which it is recorded

	123.
9.	HD. QRS. OF THE ARMY, New York, Mar. 15, 1858.
	* * * * * *
	I am, sir, very resp'y y'r ob't serv't. <i>Ass't. Adj't. Gen'l.</i>
	<hr/> For letter to Col. B—, of March, 18, '58, see No. 12, p. 124. <hr/>
10.	HD. QRS. OF THE ARMY, New York, Mar. 20, 1858.

3.. Each letter should be *signed* in the record book by its *writer*.

4.. Whenever copies of letters are furnished, the names of the persons to whom they are sent, should be noted in red ink in the margin, with the *date*, when the last differs from the date of the letter itself. (See example in first paragraph.) In like manner, when a letter is addressed to an officer, under cover to his commander, &c., this fact should also be noted. (See example below.)

D——, | 1st Lieutenant James,
 | 10th Inf., Camp Floyd, U. T., (*thro' Comd'g Officer.*)

5.. The name of every person, to whom a letter is addressed, is indexed alphabetically, in *black* ink, and the names of all individuals

mentioned in it, are indexed in *red* ink. A red line is drawn in the body of the letter under the names so indexed, to facilitate a reference to them. In the margin, immediately under the name of the person to whom a letter is addressed, there are two references, above and below a short red line; the one above (in red) indicates the page on which the last preceding letter to the same individual is recorded, and the one below (in black,) that on which the next following is copied. (See example in first paragraph.)

6..Two detached indexes (one of *names* and the other of *subjects*) will be used until the record book is full, when the names in the former will be arranged under each letter as in City Directories, and, thus classified, transferred to the *permanent* index of names attached to the book.

With regard to the index of *subjects*, it will be simply necessary to state, for the information of the officers of the Department, that the mode of indexing selected, is the one adopted by Judge Dunlap, in his "Digest of the Laws of the United States;" but for the information and guidance of the clerks, whose duty it may be to index the subjects of the letters recorded in the Letter Book, it has been thought proper to add a few remarks.

The first thing necessary to make a proper index of the subject of a communication is, of course, a careful perusal of the letter, and attention to the several heads into which the subject-matter of the letter may be distributed. Suppose, for example, that a letter addressed to the commander of a military department, directing a certain military post to be abandoned, and grounds for a depot to be secured at a place named in the letter, is to be indexed:

It is, in the first place, probable, that any person, wishing to refer to that particular letter, will remember the *name* of the post to be *abandoned*, or, perhaps, only the fact that the *garrison* of a certain post has been ordered to be withdrawn; that a *certain place* has been mentioned as a suitable location for a depot, or, merely, that a *depot* was to be established, &c.

The clerk acting on the above probabilities, and aided by the *key words*—if they can be so termed—underlined in the preceding paragraph, will find no difficulty in indexing such letter, so as to present, under one head or another, the subject-matter of the communication.

The supposed letter referred to above, would then be indexed as follows, supposing the number given the letter to be 15:

1858.

ABANDONMENT, of Fort Mason ordered.....	15
DEPOT, grounds of Indianola to be secured for a.....	15
FORT MASON, to be abandoned.....	15
GARRISON, at Fort Mason to be withdrawn.....	15
INDIANOLA, grounds for a depot to be secured at.....	15

Letters having simply reference to individuals, such as, for instance, a letter to an officer, declining to grant his application for leave, or directing him to discharge a soldier of his command, &c., &c., will not be entered in the index of subjects; it being evident, that should reference to the letter be subsequently desirable, the index of names would give all the information required.

On the completion of the "Letter Book," the several entries in the index of subjects, will be arranged alphabetically, and, thus classified, transferred to the 2d permanent index attached to the book.

III. GENERAL ORDERS.

(7 quires, *Demy—Russia, with spring back.*)

1..Every order recorded in this book, should be *signed* by the Staff Officer, whose name was attached to the originals sent from the office, and each order should be separated from the one following, by a red line. (See fig. at the end of paragraph 5.)

2..The mode of numbering and distributing, and the general form of orders, are prescribed by the Regulations, (see Art. XXXIV, "ORDERS AND CORRESPONDENCE," Revised Army Regulations, 1861,) but the distribution in each particular case, should be noted in red ink, in the margin, to show that the Regulations have been complied with; and where orders are sent to an officer, under cover to his commander, (which course ought always to be pursued,) or furnished at a date subsequent to that of their issue, these facts should likewise be added. When the order has been *printed*, it will be sufficient to write the word "*printed*" in red ink in the margin, to indicate that the widest circulation has been given to it.

3.. There are *two* indexes attached to the book—one of *names*, the other of *subjects*; every order will be indexed in the *latter*, immediately after being copied.

For *names*, a *detached* index will first be used, until the record book is full, when they will be arranged under each letter, as in City Directories, and, thus classified, transferred to the *first* permanent index attached to the record book. Every proper name will be indexed; and a red line be drawn in the body of the order under it, to facilitate a reference to it.

For *subjects*, the method of indexing, prescribed for the letter book, will be followed. The remarks made, relative to the mode of indexing the *subjects* of letters are also applicable to general and special orders.

4.. At Department Headquarters, the index of subjects, at the end of every year, will be arranged in alphabetical order, and, thus classified, a copy (printed or written, at the discretion of the officer in charge) will be transmitted to the Headquarters of the Army and the Adjutant General's Office for file, with the copies of the orders themselves.

5.. Copies of orders furnished as prescribed by paragraph 448, Revised Army Regulations of 1861, will not be endorsed.

<p><i>Printed.</i></p>	<p>HEADQUARTERS OF THE ARMY, New York, February 18, 18—.</p>
	<p>GENERAL ORDERS, } No. 1. }</p>
	<p>I.. * * *</p>
	<p>By command of Bvt. Lieut. General Scott: <i>Assistant Adjutant General.</i></p>

IV. SPECIAL ORDERS.

(7 quires, Demy—Russia, with spring back.)

1..Every order recorded in this book should be *signed* by the staff officer, whose signature was attached to the originals sent from the office, and each should be separated from the one following by a red line.—See Fig. 4.

2..The mode of numbering and distributing, and the general form of orders, are prescribed by the Regulations, (see Art. XXXIV, "ORDERS AND CORRESPONDENCE," Revised Army Regulations of 1861;) but the distribution in each particular case should be noted in red ink in the margin, and by paragraphs, when the order is composed of more than one, to show that the regulations have been complied with; and where orders are sent to an officer under cover to his commander, (which course ought always to be pursued,) or furnished at a date, subsequent to that of their issue, these facts should likewise be added.—See Fig. 4.

3..There are *two* indexes attached to the book—one of *names*, the other of *subjects*. Every order will be indexed in the *latter* immediately after being copied.

For *names*, a *detached* index will first be used, until the record book is full, when they will be arranged under each letter as in City Directories, and, thus classified, transferred to the *first* permanent index attached to the record book. Every proper name will be indexed, and a red line be drawn in the body of the order under it, to facilitate a reference to it.

For *subjects*, the method of indexing prescribed for the letter book will be followed. The remarks made relative to the mode of indexing the subjects of letters are also applicable to special orders.

No entries of special orders, granting or extending leaves of absence, transferring soldiers from one company or regiment to another, &c., will be made in the index of subjects—that of *names* supplying, in all such cases, the necessary information.

4..At department headquarters, the index of *subjects*, at the end of every year, will be arranged in alphabetical order; and thus classified, a copy (printed or written, at the discretion of the officer in charge,) will be transmitted to the Headquarters of the Army and the Adjutant General's Office for file, with the copies of the orders themselves.

5. Copies of orders furnished as prescribed by paragraph 448, Revised Army Regulations of 1861, will not be endorsed.

METHOD OF KEEPING FILES OF ORDERS.

On the receipt at the headquarters of a post, regiment, department, &c., of the copy of an order furnished for the files of the post, regiment, or department, &c., the date of receipt will be noted (in red ink) at the bottom of the *first* page; and all proper names mentioned in the order, no matter in what connection used, will be entered in a detached index, (similar to the one prescribed for the Letter, General, and Special Order Books,) and on the completion of the series, the names will be arranged alphabetically, as directed for the books above mentioned, and transcribed on *letter* paper, ruled by the clerk for the purpose, for file *with* the copies of the orders themselves. A detached index of subjects, same as prescribed for the General and Special Order Book, will also be kept, and at the end of the year, the entries, arranged in alphabetical order, will be transcribed on *letter* paper, for file, *with* the orders themselves.

It not being always practicable, especially at frontier posts, to have the files of orders belonging to such posts, &c., bound, the following mode of filing and preserving copies of orders will be adopted at posts, regimental and department headquarters:

Two holes will be perforated in the centre of the margin of each order, and about two and a half inches, more or less, from the top and bottom of the page, through which a piece of tape will be passed to secure the orders together. The first order will serve as a guide in perforating all subsequent ones of the same series, care being taken that the distance from the upper hole to the top of the page is the same in all the orders; and at the end of the year, the orders, with indexes of *names* and *subjects* attached, will be secured between two jointed pasteboards and a strip of parchment, or other durable material, pasted over the sides, so as to form a back, on which the *name* of the office from which the orders were issued, and the *year*, will be written or neatly lettered.—See Figs. 1, 2, and 3.

FIG. 1.

<p>HEADQUARTERS, &C., <i>St. Louis, Mo., Nov. 12, 1858.</i></p> <p>SPECIAL ORDERS, } No. 76</p>	<p><i>Rec'd (Hd. Qrs.) Nov. 17, 1858.</i></p>
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FIG. 2.

<p>FILE-BOARD. JOINTED.</p>
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FIG. 3.

<p>WEST. }</p>	<p>1858. }</p>
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V. ENDORSEMENTS AND MEMORANDA.

(5 quires, Demy—Russia, with spring back.)

1. Every endorsement made on letters or other communications sent from the office, will be copied in this book, and be *signed* by the staff officer whose signature was attached to the endorsement itself. A description of the communication sent out, (the counterpart of that recorded in the book of "Letters Received,") and *office marks*, should precede the record of the endorsement, to make the latter intelligible; and where such communication has been entered in the book of "Letters Received," the disposition made of it should also be noted in that book, with a citation of the *page* where the endorsement is recorded. Should the communication be returned to headquarters, a memorandum will be made to that effect, with the date, when received back, in all the books, where the fact of the reference from the office may have been noted.

2. The name and address of every officer to whom a communication is referred, will be written in the margin, and all *proper* names, no matter in what connection employed, must be indexed.

3. The memorandum preceding the endorsement, in the case of proceedings of general courts-martial merely passing through general headquarters, will simply give the name of the post or place where the court assembled, the number and date of the order convening it, and the name of the president thereof.—See below.

Endorsement on proceedings of a General Court-Martial, convened at *Fort Mason*, by Special Order, No. 12, (*Department of Texas*,) of January 18, 1838.

Brevet Major E. Van D——, Captain 2d Cavalry, president.

* * * * *

Should the general court-martial have been convened for the trial of a commissioned officer, the memorandum will, in addition to the above, give the name and title of the officer tried.

At department headquarters, however, where it may be desirable to refer by name to the enlisted men tried by the several courts, the above entry will be modified as follows:

Fort Bridger, by Special Order, No. 90, (*Department of Utah*,) of September 22, 1858, for the trial of privates * * *

Brevet Major R. C. G——, Captain 7th Infantry, president.

4. Requisitions for ordnance and ordnance stores, &c., not being entered in the book of "Letters Received," the memorandum preceding the endorsement will give the name of the officer making the requisition, the name of the company or post for which the stores are required, and the date of receipt of such requisition.

Where the endorsement on the requisition is a simple reference or a mere approval, it is not necessary to record it in full in this book; a memorandum showing the action taken being all that is required. Fig. 1 shows the mode of noting requisitions and subsequent action thereon.

5. Endorsements on letters, reports, &c., merely referring or forwarding such communications, need not be recorded in this book; a note (in red ink) in the book of "Letters Received," showing the disposition made of such communications, being all that is necessary. On recording a subsequent endorsement, however, (should any be made,) reference must be made to the first one, although not recorded.—See Fig. 2. In *all* other cases the endorsement will be recorded in full.

It sometimes happens that the endorsement made on a communication, at department or general headquarters, simply approves of the views contained in the endorsement of the post or regimental commander, &c., without stating what those views are; in which case, both endorsements must be recorded in the book, in order to give a perfect understanding of the import of the last endorsement.—See Fig. 3.

6. Endorsements on certificates of disability simply ordering the discharge of enlisted men, will not be recorded in this book. The fact of the discharge being ordered will be noted in the "Book of Discharges," which will be noticed presently. In all other cases the endorsement must be copied; the memorandum preceding the endorsement giving the name of the soldier concerned, the date and place from which such certificates were sent, and a brief description of the cause or causes for discharge. A note (in red ink) will also be made referring to the entry made in the "Discharge Book."—See Fig. 4.

7. Whenever a communication is received back, a memorandum to that effect must be made in the endorsement book, and, if accompanied by a report, reference will be made to it. If the letter forwarded is an application for leave, the number of the order granting the leave, and the source whence issued, will, on the receipt of such order, be noted (in red ink) below the endorsement made on the application.—See Figs. 1 and 2.

8. Letters are sometimes received not requiring entry in the book of "Letters Received," and yet are forwarded *officially endorsed*. In all such cases, the fact of non-entry of the letter will be noted in this book after the description of the communication.—See Fig. 5.

9. The name of the person to whom a communication is sent will be indexed in black ink, and the names mentioned in the description prefixed to the endorsement on the communication, as well as in the endorsement itself, will be indexed in red ink. To facilitate a reference to these last names, a red line will be drawn under them. In the margin, immediately under the name and address of the person to whom a communication is referred, there are two references, above and below a short red line; the one above (in red) indicates the last preceding reference to the same individual; and the one below (in black) the next following.—See Figs. 1 and 2.

10. Communications referred to the commander of a military department, or to an officer, in his capacity as commanding officer of a post, arsenal, &c., will be indexed in the name of the department or post which such officer may command.—See Fig. 4.

FIG. 1.

<p><i>Col. of Ordnance.</i> $\frac{22}{24}$</p>	<p>Requisition of Bvt. Col. <i>H. B</i>——, Major 2d Artillery, for ordnance and ordnance stores for Forts Hamilton and Lafayette, New York, dated February 5, 1858, received March 5th, and March 7th, referred to the Ordnance Department.</p> <p>HEADQRS. OF THE ARMY, } <i>Ass't Adj't Gen'l.</i> <i>New York, March 7, 1858.</i></p> <p><i>Received back March 11, and same day returned to the Ordnance Department "approved."</i></p>
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No. 2.

<p><i>Adjutant General.</i> $\frac{21}{23}$</p>	<p>Continuation of endorsements on letter of Bvt. Lt. Col. <i>E. R. S. C</i>——, Major 10th Infantry, dated East Bend, Kentucky, January 20, 1858, [C. 28,] applies for one month's extension of his leave of absence, &c.</p> <p>"The General-in-chief recommends the extension to be granted."</p> <p>HEADQRS. OF THE ARMY, } <i>Ass't Adj't Gen'l.</i> <i>New York, March 28, 1858.</i></p> <p>NOTE.—<i>The first endorsement being a mere reference, was not recorded in this book.—See Special Orders (A. G. O.) No. 41.</i></p>
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FIG. 3.

*Adjutant General*O.

Endorsement on letter of 1st Lieut. S. M—, 3d Artillery, dated Fort Yuma, Cal., May 26, 1856, [M. 80,] applying for leave of absence for — months, which was endorsed as follows, by General Wool:

‘Not approved, and because of two officers stationed at the post having resigned,—leaving the post, if accepted, with too few officers.’

“Respectfully forwarded to the *Adjutant General*, not approved by the General-in-chief, for the reasons given by Major General Wool.”

HEADQRS. OF THE ARMY, } *Ass't Adj't Gen'l.*
New York, July 17, 1856. }

FIG. 4.

C. O. Ft. Steilacoom.

Endorsement on certificates of disability in the case of Private M. Krutter, company “M,” 3d Artillery, dated Fort Steilacoom, W. T., June 9, 1857. Gunshot wound in right shoulder, during a night attack upon camp by Indians, &c.

“To be discharged. The degree of disability not stated.

“By command:”

HEADQRS. OF THE ARMY, } *Ass't Adj't Gen'l.*
New York, August 8, 1847. }

Received back November 13, 1857. — See Book of Discharges, Letter K, 1857.

FIG. 5.

Lieut. J. P———,
West Point, N. Y.

Endorsement on application of 2d Lieut. J. P———, 2d Dragoons, dated West Point, N. Y., August 30, 1857, [*not entered*,] to be relieved from duty at the Military Academy.

* * * * *

VI..In addition to the above Record Books, a Memorandum Book of discharges, two Station Books—one of officers, the other of troops—and a Return Book, will be kept at Department and General Headquarters.

The manner of keeping these additional books is, it is thought, sufficiently illustrated by Figs. 1, 2, 3, and 4, to dispense with enlarging on the subject.

In the "Book of Discharges," which has a side index, like the book of "Letters Received," all certificates of disability will be entered, as soon as received. Should the certificate be returned or forwarded, with an endorsement, a note in red ink will be made in this book, stating the fact of such reference, and giving the number of the page in the "Endorsement Book," where such endorsement has been recorded.

The entries in the two Station Books, will be made in pencil, to allow of their being altered; and on the receipt of any letter, order, return, &c., changing the stations of officers or troops, such changes will be immediately noted in the above books. The number of any order granting or extending an officer's leave, and the source whence issued, will always be noted, opposite such officer's name.

In the Return Book, the date of receipt of all post returns, and returns of troops in the field, will be entered. Whenever a post is established or abandoned, or troops in the field are assigned to a station, a note (*in red ink*) will be made to that effect, and in the latter case, will refer to the post, to which such troops have been ordered.

(Fig. 1.)

BOOK OF DISCHARGES.

Rank.	Names.	Company.	Regiment.	Station.	Command- ing officer.	Medical officer.	Cause of dis- ability.	Date of re- ceipt.	Date of order for discharge.	Date when received back.	REMARKS.
Private	1857. Frayser, C. C.	C.	1st dra- goons.	Fort Yamhill	Capt. A. J. R. Glisan, Smith, 1st ass't surg. dragoons.		Gunshot frac- ture of right arm 2 inches below shoul- der joint, &c.	Nov. 15 <i>Returned</i>	Nov. 21 <i>through</i>	March 30, 1858. <i>C. O. Dept of</i>	Forwarded same day to Adj't Gen'l. <i>(See E. E., vol. 3, p. 191.)</i>
	1858.										

FIG. 2.
STATION BOOK OF OFFICERS.

NAMES.	RANK.		LETTER OF COM- PANY.	STATION.	WHERE, PER LAST REPORT.	DATE OF LAST RETURN.	REMARKS.
	Regiment.	Brevet.					
REGIMENT OF —							
M. M. P.	Colonel.	Washington.	Richmond, Va.	February 1.	On leave of absence since March 1, 1858, S. O. No. 53, (Army Headq'rs.) sick.
J. D.	Lt. Col.	Colonel.	Fort H.	Present.	January 31.	Comd'g Regiment.
H. B.	Major.	Lt. Col.	Fort M.	Present.	January 31.	Comd'g Art'y School.
M. B.	Major.	Lt. Col.	Fort H.	Present.	January 31.	

FIG. 3.
STATION BOOK OF TROOPS.
Distribution of Troops in the Department of ———.

DATE OF LAST RETURN.	POSTS.		COMMANDERS.			GARRISONS.			NUMBER OF RECRUITS RE- QUIRED.	REMARKS.
	Names.	State or Territory.	Names.	Rank.	Regiment.	No. of Co's.	Letter of Co's.	Regiment.		
January.	Fort H.	N. Y.	J. D.	Bvt. Col. & Lt. Col.	2d Art'y.	2	{ D } { K }	2d Art'y. "	1 4	
January.	Fort C.	N. Y.	L. O. M.	1st Lieut.	1st Art'y.	Recruits.				
January.	Fort A.	R. I.	J. B. M.	Bvt. Lt. Col. and Capt.	1st Art'y.	1	..	1st Art'y.	—	

DEPARTMENT OF TEXAS.

Fort B____, _____

Fort D—, —.....

Camp L____, _____.

Campestralis 18, —

blische dJu ne

18,

JAN.

to.

FEB.

• 3

MAR.

•

APR.

•
•

MAY.

•

UNE.

•
•

JULY.

②

AUG.

•

SEPT.

10

OCT.

•

TOV.

10

DEC

10

Evacuated Aug. 29 1858,
company ordered to Fort B.



PART SECOND.

INSTRUCTIONS AND FORMS FOR MAKING ROLLS, RETURNS, &c.

LIST OF THE PRINCIPAL ROLLS, RETURNS, &c., REQUIRED FOR THE ADJUTANT GENERAL'S OFFICE, &c.

Muster-in Roll, for Volunteers only. (Form No. 1.)

Allotment Roll, for Volunteers only. (Form No. 2.)

Muster-out Roll, for Volunteers only. (Form No. 3.)

Return, Company, (Monthly,) for Regulars and Volunteers. (Form No. 4.)

Return, Regimental, (Monthly,) for Regulars and Volunteers. (Form No. 5.)

Return, Post, (Monthly,) for Regulars and Volunteers. (Form No. 6.)

Return for Armies, Departments, Corps, Divisions, and Brigades, (Monthly,) for Regulars and Volunteers. (Form No. 7.)

Return of Men Joined Company, (Quarterly,) for Regulars and Volunteers. (Form No. 8.)

Return of Deceased Soldiers, Company, (Quarterly,) for Regulars and Volunteers. (Form No. 9.)

Return of Deceased Soldiers, Regimental, (Quarterly,) for Regulars and Volunteers. (Form No. 10.)

Return of Casualties, Regimental, (Annual,) for Regulars and Volunteers. (Form No. 11.)

Muster and Pay Roll, Company, (every two months,) for Regulars. (Form No. 12.)

Muster and Pay Roll, Company, (every two months,) for Volunteers. (Form No. 13.)

Muster and Pay Roll, Field, Staff, and Band, (every two months,) for Regulars. (Form No. 14.)

Muster and Pay Roll, Field and Staff, (every two months,) for Volunteers. (Form No. 15.)

Muster and Pay Roll, Hospital Department, (every two months,) for Regulars and Volunteers. (Form No. 16.)

Descriptive List, (whenever a man leaves his company sick or on detached service,) for Regulars. (Form No. 17.)

Descriptive List, (whenever a man leaves his company sick or on detached service,) for Volunteers. (Form No. 18.)

Certificate of Disability, (when an enlisted man is discharged on account of wounds or sickness,) for Regulars and Volunteers. (Form No. 19.)

Final Statement, (when an enlisted man is discharged,) for Regulars only. (Form No. 20.)

Final Statement, (when an enlisted man is discharged,) for Volunteers only. (Form No. 21.)

Discharge for Regulars. (Form No. 22.)

Discharge for Volunteers. (Form No. 23.)

Pay Account for Discharged Soldiers, for both Regulars and Volunteers. (Form No. 24.)

Non-commissioned Officers' Warrant for Regulars and Volunteers. (Form No. 25.)

Company Morning Report, (Daily,) for Regulars and Volunteers. (Form No. 26.)

Consolidated Morning Report for Corps, Divisions, Brigades, and Regiments, (Daily,) for Regulars and Volunteers. (Form No. 27.)

Roll of Prisoners of War; as soon as any are captured, whether from or by the enemy, for Regulars and Volunteers. (Form No. 28.)

DIRECTIONS.

Directions for making the above returns, &c., will, with a few exceptions, be found on the forms for the returns, &c., themselves, and should be followed implicitly in all cases. Further explanations in regard to Post Returns and Returns of Departments comprising many isolated posts, will be found in the following extracts from General Orders, &c.:

DIRECTIONS FOR MAKING OUT POST RETURNS.

I..The troops will, on every post return, be divided into three classes, viz:

1st. The regular garrison.

2d. The *attached*: which description will include all bodies of troops, and individual officers and enlisted men, serving at the post, and forming part of its garrison for the time being, (whether permanently or temporarily,) but who belong, strictly speaking, to another post of the same department, and are there properly returned for, as “absent on detached service.” As, for example, 1st, a company, or detachment, ordered to the post as a mere *temporary* reinforcement; or, 2d, a detachment of a troop of dragoons, or of a spy company, or section of a battery of artillery, assigned to duty there,—even as part of the regular garrison,—but which, from the fact of its company headquarters being fixed at another station, is borne on the strength of the latter, as “absent on detached service;” or, 3d, any officer, or enlisted man belonging to a company stationed elsewhere in the same department, but who is regularly assigned to duty at the post, or, from necessity, retained there, on duty; or, 4th, an officer, or enlisted man, whose company is serving at the same post, but who has been relieved from all duty or connection with it, in such way as to be correctly reported “absent on detached service” from it, as, for instance, a regimental adjutant or quartermaster, an assistant quartermaster or commissary of subsistence, an aide-de-camp, &c.

In one word, all officers and enlisted men properly borne on the strength of any field and staff, or company, or other post, in the department, but who are detached from them, come under the head or “attached,” where present for duty, and should be so reported on the post return; whilst, on the other hand, the officers and enlisted men, not elsewhere reported as above, will, at the station where regularly assigned to duty, be returned as in the first class.

3d. The “casually at post:” which description will include all detachments less than a company, and individual officers and enlisted men, at the post on the last day of the month, but who neither belong to, nor are “attached” for duty, to it—as, for example, scouting parties and escorts from other posts; officers and enlisted men passing by, whether on duty, or on leave, and there detained from any accidental cause—or left there sick, or attending a court-martial or court of inquiry there; deserters from other commands, delivered, or delivering themselves up, there; &c., &c.

II.. It follows from the above, that whenever any part of the garrison of a post is detached from it for a *limited* time, (to return to it afterwards,) whether to occupy or reinforce another post, or temporarily to

take the field on some scout or expedition, it will be reported at its proper station, during such absence, as "on detached service"—not "transferred"—and, where actually serving, as "*attached*."

III..The different columns on the face of the post return will be summed up into two distinct totals—one of the regular garrison exclusively, and one of the "*attached*."

IV..A brief classification of the "*casually at post*," according to corps, regiments, and companies, should be made opposite thereto, in the column of remarks.

V..All officers accounted for, in figures, on the face of the return, will be accounted for, by name, on its reverse.

VI..In accounting for officers by name, they will be separated into the three classes just described, under each head of "present," "absent," and of "alterations since last return."

VII..Civilians, acting as medical officers, will be accounted for by name, next below the chaplain.

VIII..The names of no other civilians will appear on the return; they will be reported as follows, viz:

Quartermaster's Department.

One clerk, at — a month	\$
Two carpenters, at — per diem.....	
One blacksmith, at —	
Twenty teamsters, at —	
&c., &c.	
Aggregate monthly compensation.....	\$
	=====

Subsistence Department.

One clerk, at —	\$
Ten laborers, at —	
&c., &c.	
Aggregate monthly compensation	\$
	=====

IX..Enlisted men, "*casually at post*," will be accounted for *by name*, when individually detained at the post for any length of time. The return need not be encumbered, however, with the names of the men composing scouting parties, escorts, and other detachments; nor even

with those of individuals, who stop there for a few days only, on their way to some other destination, unless it be necessary to report some "*casualty*" in their case.

X..The names of all officers and enlisted men of the command, killed, wounded, or missing in action, or dying of wounds received in action, will be carefully noted on the post return, together with the *time, place*, and any other circumstances of the case deemed worthy of record.

XI..Each post return will contain a brief account of the principal events of military interest or importance—so far as known to the commanding officer at the end of the month—which have transpired either at the post or within the range of country adjacent to it, especially such as relate to skirmishes, scouts, explorations, &c.; the prevalence of any epidemic, or unusual sickness, among the troops, its causes, &c., &c., &c.

ADDITIONAL DIRECTIONS FOR MAKING RETURNS OF DEPARTMENTS

I..Monthly returns, being a record of the past month, should embrace no alterations, or casualties, occurring within the new month. The practice in use, at some posts, of making them a mere transcript of the morning reports of the first day of the new month is, therefore, not correct.

II..In entering post returns on the department return, the total of the regular garrison will be transcribed in black ink; and, immediately below, the total "*attached*" in red ink; no entry will be made of the "*casually at post.*"

III..After entering the returns of all the established posts, those of expeditions in the field, troops on the march, and temporary camps or stations, (if of sufficient importance,) will next be entered, with this difference, that all who are correctly borne on the return of any post of the department as "*absent on detached service*" therefrom, will be entered in red ink—those not elsewhere so reported in black ink.

IV..In summing up the columns of a department return, no notice will be taken of the figures in red ink.

LIST OF ROLLS, RETURNS, AND REPORTS

DESIGNATION.	WHEN TO BE MADE.
<i>To Adjutant General.</i>	
Muster Roll of Company*.....	Every two months.....
Inventory of Effects of Deceased Soldiers.....	Immediately
Final Statements of Deceased Soldiers.....	Do.....
<i>To the Quartermaster General.</i>	
Duplicate Returns of Clothing, Camp and Garrison Equipage, and Quartermaster's Property—one with and one without vouchers.....	End of every quarter.....
<i>To the Chief of Ordnance.</i>	
Returns of Ordnance and Ordnance Stores.....	End of every quarter.....
Certificate of Inventory on Return of Ordnance and Ordnance Stores.....	Yearly—in June.....
Report of Damaged Arms.....	End of every two months..
<i>To Regimental Adjutant.</i>	
Return of Men joined Company†.....	End of every quarter.....
Return of Deceased Soldiers.....	Do.....
Return of the Company.....	End of every month.....
Transcript of orders making temporary appointments of Non-commissioned Officers, or reducing Non- commissioned Officers, at posts not Regimental Headquarters.....	Immediately
Inventory of Effects of Deceased Soldiers.....	Do.....
Final Statements of Deceased Soldiers.....	Do.....
<i>To Post Adjutant.</i>	
Morning Report of Company.....	Each morning.....
Monthly Return of Company (to be returned to Com- pany Commander for file).....	End of every month.....
Return of Company Fund, with Company Council Book	End of Every four months.

The same Returns as above are to be made by Officers Commanding Bands or small detachments of troops.

Company Officers, when on Regimental Recruiting Service, make to the Adjutant General, Quartermaster General, Chief of Ordnance, and Superintendent, (Regimental Commander,) the same Reports and Returns as rendered by officers on the General Recruiting Service.—Par. 985, Regulations of 1861.

*Three Muster and Pay Rolls, in addition to the Muster Roll for the Adjutant General, which will be sent DIRECT by mail, are made out at the same time—two for the Paymaster, and one to be retained with the Company.

† This Return is to enable the Regimental Commander to keep the Regimental Descriptive Book required by the 4th clause of par. 88, Army Regulations, Edition of 1861.

REQUIRED FROM COMPANY COMMANDERS.

WHEN TO BE SENT.	BY WHOM.	PAR. OF REGULATIONS. (Ed. of 1861.)
Within three days thereafter.....	Mustering Officer†.....	333 and 334.
Immediately	Company Commander ...	152.
Do.....	Do.....	152.
Within twenty days thereafter.....	Do.....	1158 and 1171.
Within twenty days thereafter.....	Do.....	1421.
Do.....do.....	Do.....	1425.
First day of subsequent month.....	Do.....	1395.
First day of subsequent month.....	Do.....	88, 4th clause.
Do.....do.....	Do.....	463.
Do.....do.....	Do.....	458.
Immediately.....	Do.....	74 and 79.
Do.....	Do.....	152.
Do.....	Do.....	152.
Before eight o'clock a. m.....	Do.....	236.
First of subsequent months.....	Do.....	458.
Do.....do.....	Do.....	206.

When soldiers die possessed of no effects, the fact will be so stated both upon the Inventory and the Final Statements.

Returns of Deceased Soldiers will be forwarded, even in cases where no deaths have occurred during the quarter. In such cases blank forms will be forwarded, properly headed and signed, with a black or red ink line drawn obliquely across the body of the Return from left to right.

†The Commanding Officer of the Regiment, Post, Battery, &c., &c., will SEE that these Rolls, Returns, &c., are forwarded for his command at the proper time, and will be held accountable therefor.

LIST OF ROLLS, RETURNS, AND REPORTS

DESIGNATION.	WHEN TO BE MADE.
<i>To Adjutant General of the Army.</i>	
Return of the Regiment	{ Monthly, as soon as com- pany returns are rec'd. }
Recruiting Return of the Regiment.....	{ Monthly, as soon as re- turns are received from all recruiting parties. }
Muster Roll of Field, Staff, and Band (where bands are allowed)	Every two months.....
Quarterly Return of Deceased Soldiers.....	{ As soon as company quar- terly returns are rec'd. }
Annual Return of Casualties.....	End of the year, (Dec'r)...
Report by letter of appointment or change of Staff Officers	Immediately.....
Acknowledgment by letter of receipt of blanks or books	Immediately upon receipt.
<i>To Headquarters of the Army.</i>	
Report of name, company, and record of firing of regi- mental prizeman.....	{ End of every year when comp'y reports are rec'd. }
<i>To Department Headquarters.</i>	
Account of regimental fund and company fund when in the field	Every four months.....
<i>To Chief of Ordnance.</i>	
Report of damage to arms, &c.....	Every two months.....
<i>To Proper Headquarters.</i>	
Morning Report.....	Before 9 o'clock a. m.....
<i>To Second Auditor.</i>	
Quarterly Return of Deceased Soldiers.....	{ As soon as company quar- terly returns are rec'd. }

Recruiting Returns will be forwarded, even in cases where no enlistments have been made during the month. In like manner, Returns of Deceased Soldiers will be forwarded, although no deaths may have occurred during the quarter. In these cases

REQUIRED FROM REGIMENTAL COMMANDERS.

WHEN TO BE SENT.	BY WHOM.	PAR. OF REGULATIONS. (Ed. of 1861.)
When completed	Regimental Commander..	458, 459, and 461.
When completed.....	Do.....do	919 and 986.
Within three days thereafter.....	Mustering Officer	333 and 334.
When completed.....	Regimental Commander..	463.
When completed.....	Do.....do	462.
Immediately.....	Do.....do	465.
Do.....	Do.....do	460.
When required	Do.....do	Page 41, Target Practice.
Immediately.....	Do.....do	{ 205, 206, 207, & G. O. No. 16 from War Dep't, 1859.
Do.....	Do.....do	1395.
When required.....	Do.....do	236.
When completed.....	Do.....do	463.

blank forms will be forwarded, properly headed and signed, with a black or red ink line drawn obliquely across the body of the Return from left to right.

LIST OF ROLLS, RETURNS, AND REPORTS

DESIGNATION.	WHEN TO BE MADE.
<i>To the Adjutant General of the Army.</i>	
Return of Post.....	End of every month.....
Report of Change of Officers acting in Staff Departments.....	Immediately
Report of Arrival and Departure of Troops.....	Do.....
Letter acknowledging Blanks or Books.....	Immediately upon receipt..
<i>To Quartermaster General.</i>	
Quartermaster's Report of Condition of Buildings, &c.	End of June.....
<i>To Headquarters of the Army.</i>	
Return of Post.....	End of every month.....
Report of the Arrival and Departure of Troops with a Return of the Troops.....	Immediately
<i>To Headquarters of the Department.</i>	
Return of Post.....	End of every month.....
Return of Ordnance (without vouchers).....	End of every quarter.....
Returns of Company and Post Funds.....	Every four months.....
Report of the Arrival and Departure of Troops with a Return of the Troops.....	Immediately
<i>To Chief of Ordnance.</i>	
Return of Ordnance (with vouchers).....	End of every quarter.....
Certificate of having taken Inventory (to be made on Return.).....	Yearly—in June.....

Post Commanders (page 39, Target Practice) forward at the end of every year the Headquarters of the Regiment to which the company belongs.

REQUIRED FROM POST COMMANDERS.

WHEN TO BE SENT.	BY WHOM TO BE SENT.	PAR. OF REGULATIONS. (Ed. of 1861.)
First day of subsequent month.....	Post Commander.....	458 and 459. (Cir. Sept.30,'56.)
Immediately	Do.....	466.
.....Do.....	Do.....	467.
.....Do.....	Do.....	460.
.....Do.....	Do.....	1092.
First day of subsequent month.....	Do.....	
Immediately.....	Do.....	467.
First day of subsequent month.....	Do.....	
Within twenty days thereafter.....	Do.....	1054 and 1421.
Immediately	Do.....	201 and 206.
.....Do.....	Do.....	467.
Within twenty days thereafter.....	Do.....	1401 and 1421.
.....Do.....do.....	Do.....	1425.

record of firing of the best shot of each company under their command, to the

(FORM No. 1.)

MUSTER-IN ROLL of ——— in the ——— Regiment (—— Brigade) of
 ——— Volunteers, commanded by Colonel ———, called
 into the service of the United States by ———, from the ——— day of
 ———, 186—, (date of this muster,) for the term of ———, unless
 sooner discharged.

No of each grade.	NAMES. Present and Absent. (Privates in alpha- betical order.)	RANK.	AGE.	JOINED FOR DUTY AND ENROLLED.				TRAVELING.			VALUATION, IN DOLLARS, OF—		REMARKS.	
				When.	Where.	By whom en- rolled.	Period.	To place of rendezvous, No. of miles.	From place of discharge home, No. of miles.	Horses.	Horse equip- ments.			
I CERTIFY, ON HONOR, That this Muster Roll ex- hibits the true state of ——— for the period here- in mentioned; that each man answers to his own proper name in person; and that the remarks set opposite the name of each officer and soldier are ac- curate and just. _____ <i>Commanding Company.</i>				WE CERTIFY, ON OATH, That the figures opposite the names on this Roll, for valuation of horses and horse equipments, repre- sent and show the true cash value of the horses and equipments of the men, respectively, at the place of enrollment, ac- cording to our honest, im- partial judgment. _____ } <i>Appraisers.</i> _____ } Sworn to and subscribed before _____, <i>Mustering Officer.</i>				I CERTIFY, ON HONOR, That I have carefully ex- amined ——— whose names are borne on this Roll, their horses and equip- ments, and have accepted them into the service of the United States for the term of ——— from this ——— day of ———, 186—. _____ <i>Mustering Officer.</i>						
Date: _____ Station: _____				Date: _____ Station: _____				Date: _____ Station: _____						

DIRECTIONS TO MUSTERING OFFICER.

The Mustering Officer will see that *four* copies of this Roll are made, three of which he will retain; the fourth will be retained by the *Company Commander*, or, in case of Field and Staff, and officers and men mustered into service separately or in squads, by the *Senior Officer, Non-commissioned, or the Private standing first on the list of persons so mustered in*, to be handed by him to the person who musters them or him at his next muster, that the new Muster Rolls may be properly made out. The Mustering Officer will dispose of the three copies retained by him as follows: He will send one to the Adjutant General of the Army, one to the Paymaster General of the Army, and one to the Adjutant General of the State to which the troops belong. These will be sent as soon as possible after the muster-in.

(FORM No. 2—first.)

ALLOTMENT ROLL of Company ———, ——— Regiment ———, United States Volunteers.

WE, the undersigned, members of Company _____ of _____ Regiment of _____, hereby request and direct the Paymaster of said Regiment to reserve from our monthly pay the amount set opposite our names, the same to be transmitted to _____, of _____, for distribution to the persons respectively indicated by us as assignees.

[illegible]

I HEREBY CERTIFY, That the above document was signed and executed by the parties therein named in my presence.

Dated ———, 186—.

Comd'g Company —, —.

(FORM No. 2—second.)

ALLOTMENT ROLL of Company —, of the — Regiment of —
Volunteers.

WE, the undersigned, members of Company — of the — Regiment of —
Volunteers, hereby request and direct the Paymaster of said Regiment to reserve
from our monthly pay the amount set opposite our names, the same to be paid us
in checks under act of Congress, December 24, 1861.

[illegible]

I HEREBY CERTIFY, That the above document was signed and executed by the parties therein named in my presence.

Station : _____

Date: _____, 186—.

Comd'g Company —, —.

at _____, enrollment, unless the month of _____

NUMBER OF EACH GRADE.	<p style="text-align: center;">NAMES.</p> <p style="text-align: center;">PRESENT AND ABSEN</p> <p>(Privates in alphabetical order—the <i>first</i> christian name to be written full length</p>	<p>FOR IF LOST OR DESTROYED.</p> <p>Cts.</p>

RECAPITULAT¹ie Mus
copies.

PRESENT.	{	For duty....ice sep.	
		Extra duty...ior Office	
		Sick of perso	
		In arrest or ttering	
ABSENT.	{	Detached se. copies	
		Furlough... will be	
		In arrest or of the	
		Sick duty	
		{	Prisoners of and tv
			om the t

(FORM No. 3.)

MUSTER-OUT ROLL of Captain _____, Company, [—,] in the _____ Regiment of _____ Volunteers, commanded by Colonel _____, called into the service of the United States by _____, at _____, (the place of general rendezvous,) on the _____ day of _____, 186—, to serve for the term of _____, from the date of enrollment, unless sooner discharged; from the _____ day of _____, 186—, (when _____) to the _____ day of _____, 186—, _____. The Company was organized by Capt. _____, at _____, in the month of _____, 186—, and marched thence to _____, where it arrived the _____ of _____, a distance of _____ miles.

[illegible]

[illegible]

ALL

WE,
Vol
from ALUATION,
in cNDOLLARS,
OF—

No.	Horses.	Horse equip- ments.

- 4.. The list of those *still belonging to the company*, will be immediately followed by that of *all* the officers and soldiers, who, since the first muster into service, *have ceased to belong to it*. These will be classed in the following order, viz: *Discharged, Transferred, Died, Deserted*; and the *utmost particularity* will be observed in the *remarks* concerning them—*Date* and *place* will, in *every case*, be given; and *No., date, &c.*, of *orders*, or *description of authority*, be always carefully specified. Soldiers who have deserted, and *been retaken*, since last muster, have their place in *both* of the above lists.
- 5.. *Actions* in which the company has been engaged, *scouts, marches, changes of station*, everything of interest, relating to the *discipline, efficiency, or service* of the company, will be carefully noted, with *date, place, &c.*

REMARKS.

ONS TO MUSTERING OFFICERS.

tering Officer will see that of this Roll are made out, ich he will retain, the fifth ined by the Company Com- in case of Field and Staff s and Men mustered out of arately or in squads, by the er, Non-commissioned Offi- vate standing first on the ns so mustered out. The Officer will dispose of the retained by him, as follows: sent to the Adjutant Gen-

I HER, Army, and one to the parties Bureau," Washington, D. so to the Paymaster by Station,roops are to be paid.

Date:

I CERTIFY, ON HONOR, that this Muster Roll exhibits the true state of Capt. _____ company of the _____ for the period herein mentioned; that each man answers to his own proper name in person; that the remarks set opposite the name of each officer and soldier are accurate and just, and that the valuation of all horses and horse equipments since the muster into service, was made by disinterested and good judges, and at fair and just rates.

Comm'dg the Company.

I CERTIFY, ON HONOR, that I have at _____, on this _____ day of _____, 186—, carefully examined this Roll, and, as far as practicable, caused the allowances, stoppages, and remarks to be justly and properly stated; and mustered the company for discharge; and it is hereby *honorably* discharged from the service of the United States.

Mustering Officer.

MUSTER { Date: _____.
Station: _____.

Bl. — — —,) for the month of — — —, 186—.

LAST MONTHLY RETURN.										MEMORANDA.			
LOSS.													
Enlisted men.										Pieces of Artillery.			
Commissioned officers.										Horses.			
Died										Field.			
Discharged.										Mountain.			
Of disease, &c.										No. of blank Company returns on hand.			
Expiration of service.													
For disability.													
By sentence G. C. M.													
By order.													
By civil authority.													
Transferred.													
In act'n or of wounds rec'd there.													
Of disease, &c.													
Missing in action.													
Deserted.													
AGGREGATE.													
Wounded in action.													
Recruits required.													
Serviceable.													
Unserviceable.													
Lost in action.													
Heavy.													

♂ MEN, accounted for by name.

lod, and *place*, of absence, to be invariably stated.)

will be transmitted, on the first of each month, to the Adjutant at
will be supplied from the Adjutant General's Office, and their receipt

Commanding the Company.

RETURN of Captain ———, Company (—,) of the ——— Regiment of ———, Army of the United States, (Col. ———,) for the month of ———, 186—.

PRESENT.		ABSENT.			PRESENT AND ABSENT.			ALTERATIONS SINCE LAST MONTHLY RETURN.						MEMORANDA.	
COMMISSIONED OFFICERS.	ENLISTED MEN.	COMMISSIONED OFFICERS.	ENLISTED MEN.	WHERE.	COMMISSIONED OFFICERS.	ENLISTED MEN.		GAIN.		LOSS.				Horses.	Pieces of Artillery.
				Within the Dept.				Comm'd officers.	Enlisted men.	Commissioned officers.	Enlisted men.				
				Without the Dept.							Died	Discharged	Died		
For duty.											In act'n or of wounds rec'd there.				
On special duty.											Of disease, &c.				
Sick.											Expiration of service.				
In arrest, or suspension.											For disability.				
											By sentence G. C. M.				
TOTAL.											By order.				
For duty.											By civil authority.				
On extra or daily duty.															
Sick.											Transferred.				
In arrest, or confinement.											In act'n or of wounds rec'd there.				
											Of disease, &c.				
TOTAL.											Missing in action.				
On detached service.											Deserted.				
With leave.											AGGREGATE.				
Without leave.											Wounded in action.				
Sick.											Recruits required.				
In arrest, or confinement.											Serviceable.				
											Unserviceable.				
TOTAL.											Lost in action.				
Commissioned Officers.											Heavy.				
Enlisted men.											Field.				
											Mountain.				
Commissioned Officers.															
Enlisted men.															
Captain.															
First Lieutenants.															
Second Lieutenants.															
Brevet Second Lieutenants.															
TOTAL COMMISSIONED.															
Sergeants.															
Corporals.															
Buglers.															
Musicians.															
Farmers and Blacksmiths.															
Artificers.															
Privates.															
TOTAL ENLISTED.															
AGGREGATE.															
By promotion or appointment.															
By transfer.															
Recruits from Depots.															
Enlisted in the Regiment.															
Re-enlisted.															
By transfer.															
From missing in action.															
From desertion.															
AGGREGATE.															
Resigned, or disbanded.															
Dismissed.															
Transferred.															
Missing in action.															
In act'n or of wounds rec'd there.															
Of disease, &c.															
Expiration of service.															
For disability.															
By sentence G. C. M.															
By order.															
By civil authority.															
Transferred.															
In act'n or of wounds rec'd there.															
Of disease, &c.															
Missing in action.															
Deserted.															
AGGREGATE.															
Wounded in action.															
Recruits required.															
Serviceable.															
Unserviceable.															
Lost in action.															
Heavy.															
Field.															
Mountain.															
No. of blank Company returns on hand.															

ENLISTED MEN on "Extra or Daily duty," accounted for by name.

(The specific kind of such duty to be carefully stated.)

ABSENT ENLISTED MEN, accounted for by name.

(The nature, commencement, period, and place, of absence, to be invariably stated.)

Sergeants.	
Corporals.	
Musicians.	
Artificers, Farriers, &c.	
Privates.	

NOTE 1.—*Actions*, in which the company, or any portion of it, has been engaged; *scouts, marches, changes of stations, &c.*; everything of interest, relating to the discipline, efficiency, or service of the company, will be *minutely* and carefully noted, with *date, place, distance marched, &c., &c.*
NOTE 2.—The name and rank of the officers and soldiers *killed or wounded*, in action, with *date and place*, will be accurately noted.

Sergeants.	
Corporals.	
Musicians.	
Artificers, Farriers, &c.	
Privates.	

NOTE 3.—One copy of this return will be transmitted, on the first of each month, to the Adjutant at Regimental Headquarters. Blanks will be supplied from the Adjutant General's Office, and their receipt must be promptly acknowledged.

Station: ———

Date: ———

—————
Commanding the Company.

(FORM No. 4—Continued.)

COMMISSIONED OFFICERS, present and absent, accounted for by NAME.

NOTE 4.—The *date*, (with No., dato, &c., of order) at which an officer is *assigned*, or *transferred* to, *joins* or *rejoins* the company, *assumes*, or is *relieved* from the command of it, or from any *special* duty, will be stated against his name; against that of *absent* officers, the *No.* and *date of order*, the *reasons* for and *commencement* of absence, and *period* assigned for same, (to be repeated on every return while it lasts.)

NOTE 5.—After the list of ABSENT officers will follow the record of those *resigned, died, &c., or transferred from the company, with No., date, &c., of order, date, place, and, in case of death, its cause.*

ALTERATIONS SINCE LAST RETURN, among the ENLISTED MEN.

NOTE 6.—The date, &c., of all transfers to or from the company, (with No. and date of order,) of all apprehensions, discharges, furloughs, deaths, desertions, &c., will be accurately noted; also the places of discharge, death, desertion, &c.

(To be accounted for BY NAME, and classed in the same order as on the face of the return.)

RETURN

Of Company (—,) Reg't of —, —,

For the month of ———, 186—.

No.	NAMES. The brevet as well as the regimental rank, to be given.	RANK.	REMARKS.
	PRESENT.		
	ABSENT.		

No.	NAMES.	RANK.	DATE.	PLACE.	REMARKS.

URN, among the ENLISTED MEN.

from the company, (with No. and date of
s, deaths, desertions, &c., will be accurately
tion, &c.

lassed in the same order as on the
eturn.)

RETURN

Of Company (—,) Reg't of —,

For the month of —, 186—.

DATE.	PLACE.	REMARKS.

, (Colo

COMMISSIONED OFFICERS, present and

NOTE 5.—The date (with No. and date of order) at which an officer
ment, or any company; assumes, or is relieved from any command or
against his name; against that of absent officers, the No. and date of
and period assigned for the same, (to be repeated on every return whi

NOTE 6.—Transfers from the regiment, (with No., date, &c., of
reported at the foot of the list of officers, with date and place, and, in

COMPANY.	RANK.	NAMES. (The brevet as well as the regimental rank to be given.)	STATION.	
	Colonel. Lt. Col. Major.			
	Adjutant. Regt. Q. M. Captain. 1st Lieut. “ 2d Lieut. Bvt. 2d Lieut.			
A	Captain. 1st Lieut. “ 2d Lieut. Bvt. 2d Lieut.			
B	Captain. 1st Lieut. “ 2d Lieut. Bvt. 2d Lieut.			
C	Captain. 1st Lieut. “ 2d Lieut. Bvt. 2d Lieut.			
D	Captain. 1st Lieut. “ 2d Lieut. Bvt. 2d Lieut.			
E	Captain. 1st Lieut. “ 2d Lieut. Bvt. 2d Lieut.			
F	Captain. 1st Lieut.			

a part of the legal organization, should be deducted from the total required for companies,

(The specific kind of such duty to be carefully stated.)

(The nature, commencement, period, and place of absence to be invariably stated.)

*This refers to the date of actual signature by the Regimental Commander.

Commanding the Regiment.

NOTE 6.—Transfers from the regiment, (with No., date, &c., of order,) resignations, dismissals, deaths, &c., will be reported at the foot of the list of officers, with date and place, and, in the latter case, the cause.

ALTERATIONS since last Return, among the Enlisted Men.

(To be accounted for by name, and classed in the same order, as on the face of the return.)

RETURN

Received at A. G. Office ———.

[illegible]

RETURN

Of the — Regiment of —

For the month of —, 186 .

Received at A. G. Office —.

, &c., of order;) of all discharges,
 &c.

l.)

NAMES.	RANK.	Letter of Company.	DATE.	PLACE.	REMARKS.

Month of _____,

COMMISSIONED OFFICERS as that

ALTERATIONS SINCE

GAIN.

Enlisted men.

Commissioned Officers.

Recruits from depots.

Enlisted in the Regiment.

Re-enlisted.

From desertion.

AGGREGATE.

Resigned, transfer'd, discharged, &c.

In act'n, or of wounds rec'd there.

Died.

OFFICERS

[See the Regulations]

NATURE OF.

NO. OF ORDER.

To be arranged when required

No.	NAMES.	
	1st, Commanding Officer.	2d, 3d, Field and Staff of Regiment.
	Company officers.	

1. When a post or station is changed, all orders will be referred to the rate lines by regiments; but will be reported by companies borne on the post.
2. All the absent are to be noted for by name "How;" and, again, under the following:
3. Whenever a post is ever here given, exact return of the withdrawal without Leave, departure, is to be left among the Monthly Return.
4. The date and place of &c., "Died," in charge of every soldier not pages 42, 43, and in prison, will be reported by the officer joins, or the commanding officer of the man, or the soldier belongs.—See Attached opposite A duplicate of the above reschoolmaster"; forwarded to the command at the foot of the man belongs.

[illegible]

Of ———, for the month
of ———, 186—.

Received ———, 186—.

COMMISSIONED OFFICERS, present and absent, accounted for by NAME.—(The brevet rank, as well as that by ordinary commission, to be given.)

No.	NAMES. 1st, Commanding Officer. 2d, Gen. Staff. 3d, Field and Staff of Regiments. 4th, Company officers.	RANK.	REGIMENT OR CORPS.	LETTERS OF COMPANIES.	REMARKS.	No.	NAMES.	RANK.	REGIMENT OR CORPS.	LETTERS OF COMPANIES.	REMARKS.

NOTES.

1.. When a post or station is garrisoned by different regiments, or parts of different regiments, the troops will be reported on separate lines by regiments; but if of the same regiment, the troops will be reported by companies.

2.. All the absent are to be accounted for under the head of "How;" and, again, under the head of "Where."

3.. Whenever a post is evacuated, or its command relieved, an exact return of the withdrawn garrison, on the day of its departure, is to be left among the records of the post.

4.. The date and place of death, desertion, apprehension, or discharge of every soldier not mustered in any company of the garrison, will be reported by the commanding officer of the post to the commanding officer of the company, or detachment, to which the soldier belongs.—See Articles 17 and 18 of the Regulations. A duplicate of the above report will, moreover, in every case, be forwarded to the commanding officer of the regiment to which the man belongs.

5.. Whenever the garrison is re-enforced, (by recruits, as well as soldiers,) reduced, or relieved, or a post is established, evacuated, or reoccupied, the commanding officer will immediately report the fact to the Adjutant General, and to General and Department Headquarters, and note the same on the first subsequent Post Return. Such report and record, in the case of a new post, must indicate its position, which should be identified with some known object—as 25 miles west from ——— river, or town—post office ———; and, in all cases, the best means of communicating with the new post by mail must be stated.—See par. 467 of Regulations, edition of 1861.

6.. Communications will be acknowledged in the following order: 1st, Letters, 2d, "General Orders," and 3d, "Special Orders," from the A. G. Office; 4th, Letters, 5th, "General Orders," and 6th, "Special Orders," from Headquarters of Army; 7th, "Letters," 8th, "Orders," and 9th, "Special Orders," from De-

partment Headquarters. All orders will be arranged according to their numbers, and without reference to the date when they are received at the post.

7.. All commissioned officers borne on the face of the return (in figures) must be accounted for by name on this side; and they will be classed and reported in the following order: 1st, "Present;" 2d, "Absent;" in the order here given, viz: "On Detached Service," "With Leave," "Without Leave," "Sick," "In Arrest;" 3d, "Alterations since last Monthly Return," embracing "Resigned," "Transferred," &c., "Died," &c.—See directions for making out Post Returns, pages 42, 43, and 44.

8.. The day on which an officer joins, or leaves the post, assumes, or is relieved from, any command, or special duty, will, with the nature of the latter, be stated opposite his name.

9.. The "Chaplain and Schoolmaster" and "Citizen Physician" employed, will be reported at the foot of the list of officers pres-

ent, but are not to be embraced in the strength of the command.

10.. The nature and commencement of an officer's absence, with No., date, &c., of order, and the period assigned for same, are, so long as he is reported absent, to be repeated on every return.

11.. The name and rank of every officer and enlisted man who may be killed or wounded in action, or die of wounds received therein, with the time and place of action, must be reported.

12.. The number (but not the names) of civilians employed at the post during the month, will be noted on the Monthly return, with the amount of compensation allowed, and the Staff Department in which employed.—See directions for making out Post Returns, pages 42, 43, and 44.

13.. The pasting on of pieces of paper is to be avoided, whenever it is possible to do so, by finer writing, closer ruling, or using blank spaces in other parts of the return.

Of _____, for the mon
of _____, 186—.
Received _____, 186—.

by ordinary commission, to be given.)

ME	RANK.	REGIMENT OR CORPS.	LETTERS OF COMPANIES.	REMARKS.

leaves the post, assumes, special duty, will, with the his name.

and "Citizen Physician" the list of officers pres-

13. The pasting on of pieces of paper is to be avoided, whenever it is possible to do so, by finer writing, closer ruling, or using blank spaces in other parts of the return.

of ———, 186—

as for Departments.

NAMES, &c, &c., see

(The br_{yn}.

This Return
is invariable
the copy for
General of the
the immediate
and one to be

DATE	DESCRIPTION	AMOUNT	CHECK NO.	BANK	REMARKS
1					

Numbers of
reference to

Total.

In column
In column
In column
this column
If the rep
The sum
Nos. 10, 17
. 39; that c
tual No. 57.
p. 54 exceed
In column
ought purp
In column
In column

istant Adjutant General.

Number.

NAMES, GIMENTS, &	
(See note	Name designa

er

Name _____
designated _____

This Return will be made out invariably in triplicate—one copy for the Adjutant General of the Army, one for the immediate Commander, and one to be retained.

On the Return of Brigades this will be made out by Regiments; on the Return of Divisions by Brigades; on the Return of Corps by Divisions; the Infantry, Cavalry, and Artillery, being on separate horizontal lines.

In column No. 1, the location of the Regiment, Brigade, Division, or Corps, should be given with reference to some well-known place.

In column No. 2, should appear the name in full of the officer who actually commands, with his rank.

In column No. 3, should appear the name in full of the officer who actually commands, with his rank.

In column No. 3, the number of the Regiment, the State, or, if not a State organization, the authorized name of the organization will be stated. If there is not room in this column, this will be done on the back of the Report under the heading "List of Regiments," &c.

If the report be correctly made out, the figures on the same horizontal line should check as follows:

The sum of Nos. 3, 6, 7, 8, and 9, should equal No. 10; that of Nos. 11, 12, 13, 14, and 15, equal No. 16; that of Nos. 10, 16, 17, 18, 19, and 20, equal to No. 50; that of Nos. 10, 17, and 19, equal No. 39; that of Nos. 16, 18, and 20, equal No. 49; that of Nos. 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, and 38, equal No. 39; that of Nos. 40, 41, 42, 43, 44, 45, 46, 47, and 48, equal No. 49; that of Nos. 39 and 49 equal No. 50; that of Nos. 52 and 53 equal No. 54; that of Nos. 55 and 56 equal No. 57. The difference between Nos. 54 and 57 should equal the difference between Nos. 50 and 51. No. 50 should be greater or less than No. 51, according as No. 54 exceeds or is less than No. 57.

In columns 63 and 64, the number of public horses, serviceable or unserviceable, belonging to Cavalry or Artillery (not including those used in haggage wagons for draught purposes only) should always be given.

In columns 65, 66, and 67, the number of pieces of each calibre and the calibre should be given for all the Artillery, on the same line.

In column No. 68, the number of blank returns on hand should be stated, so that the Adjutant General may furnish blanks when needed.

Headquarters of the ———

Station: _____

Date: _____

Commanding the Department.

Assistant Adjutant General.

ving

RETURN

OF THE

by _____
c.
or
ation.

For the month of _____, 186—.

Received _____, 186—.

NOTES.

- 1..Under the heading "Names, &c., of Generals and Staff Officers," the name of each Brigade, Division, &c., Commander will be given, accompanied by the names, &c., in full, of all officers serving on their respective Staffs.
- 2..Under the heading "List of Regiments," &c., will be given the number, letter, and name, in full, of every Regiment, detached Battalion, Squadron, Battery, or Company serving in the command for which this Return is made, with the name of the Division and Brigade Commander, those serving in the same Brigade, Division, &c., being kept together.
- 3..The date at which a General or Staff Officer joins his station—assumes, or is relieved from any command, or duty, will be stated against his name; against that of an absent General or Staff Officer, the No. and date of order, the reasons for, and commencement of, absence will be stated.
- 4..The date, &c., of all transfers to, or from, Staff, (with No. and date of order,) will be accurately noted; as likewise of resignations and dismissals, together with date and place of death, or other casualty. Transfers from, resignations, dismissals, deaths, &c., will be recorded at the foot of each of the separate lists of officers of Brigade, &c., Staffs.
- 5..Any change of Headquarters, all re-enforcements or reductions of the command, and the establishment or abandonment of posts will be noted. The "Record of Events" should also contain a brief summary of the military operations during the month.
- 6..The name, rank, and Regiment of every officer who may be killed, or wounded, in action, with the time and place of action, must be reported. This may be done on a separate sheet, if necessary, which should, when finished, be fastened to the Return.

RECORD OF EVENTS.

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RETURN OF MEN joined Company — Regiment of —, during the quarter ending the — day of —, 186—.

No.	NAME.	RANK.	DESCRIPTION.						WHERE BORN.		OCCUPATION.			ENLISTED OR ENROLLED.			MUSTERED-IN.			MEMORANDA CONCERNING RE-ENLISTED MEN.			REMARKS.
			Age.	Eyes.	Hair.	Complexion.	Feet.	Inches.	Town or County.	State or Kingdom.	When.	Where.	By whom.	Period.	When.	Where.	By whom.	Number of Enlistments.	When last discharged.	Add'l pay per month.			

_____,
First Sergeant.

Commanding the Company.

NOTE 1.—To be classed in the following order, viz: 1st. Recruits from Depots; 2d. Enlisted in the Regiment; 3d. Re-enlisted; 4th. By transfer; 5th. From missing in action; 6th. From desertion.

NOTE 2.—This Return will be made out in duplicate by each Company Commander, both of Regulars and Volunteers, one copy to be sent to the Commanding Officer of the Regiment, and one to be retained. From these returns the regimental descriptive book should be made up.—See 4th clause, paragraph 88, Army Regulations, edition of 1861.

NOTE 3.—The column "Mustered-in" will be left blank for Regulars.

No. 9)

the _____ Regiment of _____, for the quarter ending the _____ day 186—.

STATES.		DUE SOLD'RS' HOME.		DUE—		REMARKS.
				LAUNDRESS.	SUTLER.	
Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	
For Clothing.						1..This Return will be forwarded quarterly by Commanders of Companies to the Adjutant.
For all other stoppages.						
		Under sec. 7, act March 3, 1859.				2..The Inventories of the Effects of Deceased Enlisted Men, required by the 95th Article of War, will be forwarded, as soon as practicable, by the Company, or other Commander, to the Adjutant General and to the Headquarters of the Regiment or Corps to which the Soldier belonged at the time of decease. (See Article XVII Regulations.)
Dolls.	Cts.					
						3..With the Inventory of Effects, there will be forwarded to the Adjutant General duplicate Final Statements of the Deceased Soldier's accounts with the United States.
Dolls.	Cts.					
						Date of forwarding the inventory of effects and final statement to the Adjutant General and to the Regimental Headquarters by the Company or other Commander.
Dolls.	Cts.					
						Inventory.
Dolls.	Cts.					
						Final Statement.
Dolls.	Cts.					

Station : _____.

Date : _____.

_____,
Commanding the Company

QUARTERLY RETURN of Deceased Soldiers of the — Regiment

No.	NAMES.	RANK.	COMPANY.	When.	Where.	Cause.
DIED.						
Mos.	Pay proper.					
Days.						
Dolls.	Retain'd pay.					
Cts.	Under sec. 5, act July 7, 1838.					
Dolls.	Under sec. 12, act July 5, 1838.					
Cts.						
Dolls.	Extra pay.					
Cts.	Under sec. 3, act Aug. 16, 1856.					
Dolls.	Under sec. 6, act Aug. 4, 1854.					
Cts.						
Dolls.	Additional pay.					
Cts.	Under sec. 2, act Aug. 4, 1854.					
Dolls.	Under sec. 3, act Aug. 4, 1854.					
Cts.						
Dolls.	Under sec. 4, act Aug. 4, 1854.					
Cts.						
Dolls.	Bounty.					
Cts.	Paid.					
Dolls.	Due.					
Cts.						
Dolls.	Clothing.					
Cts.						

NOTES. 1..This Return will be forwarded quarterly by Commanders of Regiments to the Adjutant General, and a duplicate sent at the same time to the Second Auditor of the Treasury.

2. The Inventories of the Effects of Deceased Enlisted Men, required by the 95th Article of War, will be forwarded, as soon as practicable, by the Company or other Commander, to the Adjutant General and to the Head-

HEADQUARTERS OF THE —

Station: _____

Date: _____

Adjutant.

of _____, for the quarter ending the ____ day of _____, 186—.

DUE UNITED STATES.		DUE SOLD'RS' HOME.		DUE—		REMARKS.
For Arms and Accoutrements.		Under sec. 7, act March 3, 1859.		LAUNDRESS.		
Dolls.	Cts.	Dolls.	Cts.	NAME OF. (To be written in full.)		
Dolls.	Cts.	Dolls.	Cts.	NAME OF. (To be written in full.)		
For Clothing.		For all other stoppages.		SUTLER.		Date of forwarding the inventory of effects and final statement to the Adjutant General and to the Regimental Headquarters by the Company or other Commander.
Dolls.	Cts.	Dolls.	Cts.	Inven- tory.	Final State- ment.	

3. With the Inventory of Effects, there will be forwarded to the Adjutant General duplicate Final Statements of the Deceased Soldier's accounts with the United States.

Commanding the Regiment.

(FORM

ANNUAL RETURN of the Alterations and Casualties incident to the
the year

COMMISSIONED OFFICERS.										NON-COMMISSIONED							
Ap- point'd		Promoted		Resigned.		Died.		Dismissed		Joined the Regiment.				Disch'd from the			
From Military Academy.		Field Officers.		Field Officers.		Field Officers.		Field Officers.		Recruits from general depots.				Disch'd from the			
From civil life.		Captains.		Captains.		Captains.		Captains.		By enlistment.				By sentence of General Court-Martial.			
Subalterns.		Subalterns.		Subalterns.		Subalterns.		Subalterns.		By re-enlistment.				By transfers given.			
Total.		Total.		Total.		Total.		Total.		By transfers received.				By order.			
										Total number joined.				Minors.			
										Expiration of service.				Civil authority.			
										For disability.							
Designation of Posts and Stations at which the Deaths, Desertions, &c., occurred.																	
POSTS.										Deaths.		Deser- tions.		Appre- hensions.			

Adjutant.

No. 11.)

____ Regiment of _____, commanded by _____ _____, during
186—.

OFFICERS, PRIVATES, &c.						REMARKS.
reg't	Deaths.		W'nded.	Desertions, &c.—Trials, &c.		<p>1..Under this head, the Colonel will record such other facts, and add such general remarks relative to the movements, service, and discipline of his Regiment, as may be necessary or useful for the records of the Adjutant General's Office; such as all the changes made in the Headquarters of the Regiment, or of any Company, within the year, &c.</p> <p>2..In case of loss in action, the name and rank of all killed or wounded, and the time and place of action, will be specified, &c., &c.</p>
Total number discharged.	Ordinary.	Killed in action.	Of wounds received in action.	Accidental.	Total.	
In action.	Accidentally.	No. of desertions.	No. apprehended and joined from desert'n.	No. tried for desertion.	No. convicted of desertion.	
No. pardoned after sentence.	Total No. tried by Gen'l Courts-Martial.	Total No. tried by Reg'l Courts-Martial.	Aggregate number tried by General and Regimental Courts-Martial.	* No. tried by civil authority.		
Designation of Companies in which the Casualties occurred.						
COMPANIES.	Deaths.	Desertions.	Apprehensions.			

* The nature of the offense will be specified.

HEADQUARTERS OF THE — REGIMENT OF —.

Date : _____

Station:

Commanding the Regiment.

ited States, (Colonel ——— day of ———,
 ———, 186— y of ———, 186—.

ALTERATIONS SINCE LAST MUSTER.

Recruits from depots.	Enlisted in Company.	By re-enlistment.	By transfer, or appointment.	From desertion.	Resigned.	Expiration of service.	For disability.	By sent. of G. C. Mart.	By civil authority.	By order.	Transferred.	Killed in action.	Of wounds.	From disease, &c.	Deserted.

STRENGTH—Present and Absent.

For duty.	On extra or daily duty.	Sick.	In arrest, or confinement.	On detached service.	With leave.	Without leave.	Sick.	In arrest, or confinement.	

RECORD OF EVENTS which may be necessary or useful for future reference at the War Department, or present information.

RECAPITULATION.

to the expiration of the term of service will be given at the time the soldier is given under the head of Last Paid spaces under the head of Last Paid to the Adjutant General a copy of thanks will be supplied from the Adjutant General's office or roll.

PAY ROLL of the Company, from the — day of —, 186—, when last paid, to the — day of —, 186—.

[illegible]

PAY ROLL—Continued.

[illegible]

ALTERATIONS SINCE LAST MUSTER.		STRENGTH—Present and Absent.		RECAPITULATION.	
Disch.	Died.	Discharged.		PRESENT.	ABSENT.
		Joined.	Left.		
		Recruits from depots.		For duty.	
		Enlisted in Company.		On extra or daily duty.	
		By re-enlistment.		Sick.	
		By transfer, or appointment.		In arrest, or confinement.	
		From desertion.		On detached service.	
		Resigned.		With leave.	
		Expiration of service.		Without leave.	
		For disability.		Sick.	
		By sent. of G. C. Martial.		In arrest, or confinement.	
		By civil authority.			
		By order.			
		Transferred.			
		Killed in action.			
		Of wounds.			
		From disease, &c.			
		Deserted.			

AGGREGATE LAST MUSTER.		AGGREGATE.	
Blank Muster Rolls.		First Lieutenants.	
Blank Muster and Pay Rolls.		Second Lieutenants.	
Blank Company Monthly Returns.		Bvt. Second Lieutenants.	
Blank Certificates of Disability.		Sergeants.	
Blank Enlistments.		Corporals.	
Blank Re-enlistments.		Buglers.	
Blank Recruiting Accounts Current.		Musicians.	
Blank Monthly Recruiting Returns.		Farmers and Blacksmiths.	
Blank Discharges.		Artificers.	
Descriptive Lists.		Privates.	
		Total commissioned.	
		Total enlisted.	
		AGGREGATE.	

MEMORANDA.		BOOKS AND BLANKS—To be accounted for by the Company Commander.	
Number of recruits required.		General Regulations (No. of copies.)	
Wounded in action.		Artillery Tactics (No. of copies.)	
Serviceable Horses.		Cavalry Tactics (No. of copies.)	
Unserviceable Horses.		Infantry Tactics (No. of copies.)	
		Rifle and Light Infantry Tactics.	
		Military Laws.	
		Macomb's Practice of Courts Martial.	
		Ordnance Manual.	
		Ordnance Regulations.	

BOOKS AND BLANKS—(Continued.)	
Blank Muster Rolls.	
Blank Muster and Pay Rolls.	
Blank Company Monthly Returns.	
Blank Certificates of Disability.	
Blank Enlistments.	
Blank Re-enlistments.	
Blank Recruiting Accounts Current.	
Blank Monthly Recruiting Returns.	
Blank Discharges.	
Descriptive Lists.	

8. The remark "discharge and final statements given" will be made opposite to the name of every discharged soldier, to whom such papers have actually been given. But the blank spaces under the head of Last Paid are to be filled as usual.

9. In all cases of "re-enlistment" prior to the expiration of the term of service, the discharge on the old enlistment will be given at the time the soldier "re-enlists"—from and on which day his pay on the new enlistment will commence.

10. Within three days after each regular muster, the mustering officer or commandant of the post will transmit to the Adjutant General a copy of the muster roll of each company. Blanks will be supplied from the Adjutant General's Office, and will be acknowledged on the first muster roll forwarded after their receipt.

I certify, on honor, that this Muster Roll is made out in the manner required by the printed notes; that it exhibits the true state of Captain _____ Company (→) of the _____ Regiment of _____, for the period herein mentioned; that the "Remarks" set opposite the name of each officer and soldier are accurate and just; and that the "Recapitulation" exhibits in every particular the true state of the company, as required by Regulations and the Rules and Articles of War

Station: _____

Date: _____

_____,
Commanding the Company.

I certify, on honor, that I have carefully examined this Muster Roll, and that I have mustered and minutely inspected the company; the condition of which is found to be as expressed in my remarks hereunto annexed.*

Discipline:

Instruction:

Military appearance:

Arms:

Accoutrements:

Clothing:

_____,
Inspector and Mustering Officer

*It is made the special duty of the Inspector and Mustering Officer to add the appropriate remarks touching "Discipline," "Instruction," &c., according to the facts exhibited in the course of his inspection, with such other remarks as may be necessary or useful for the information of the War Department.

NOTE.—Three muster and pay rolls are made at each muster, one to be retained with the company records, and two for the Paymaster. One muster roll or muster and pay roll, with the muster and pay roll portion cut off, is at the same time forwarded to the Adjutant General.

, United States Army from the _____ day of _____

RECAPITULATION.

It is to be noted as no com-
m-
ster
Office,
Second Lieutenant,
Captain.

I certify, or
the printed no-
(-) of the
"Remarks" se-
and that the
Company, as
Station: —
Date: —

PRESENT.
For duty
On extra, or daily duty.....
Sick.....
In arrest, or confinement.....
On detached service.....
With leave.....
Without leave.....
Sick.....
In arrest, or confinement.....

STRENGTH—Present and Absent..

ALTERATIONS SINCE LAST MUSTER.
Recruits from depots.....
Enlisted in company.....
By re-enlistment.....
By transfer, or appointm't.....
From desertion.....
Resigned.....
Expiration of service.....
For disability.....
By sent. of G. C. Marshal.....
By civil authority.....
By order.....
Transferred.....
Killed in action.....
Of wounds.....
From disease, &c.....
Deserted.....

Arms :
Acountrements
Clothing :
* It is made
appropriate
facts exhibit
necessary or

PAY ROLL of the Company from the — day of —, 186—, when last paid, to the — day of —, 186—.

[illegible]

MUSTER ROLL—Continued.

[illegible]

NOTES.

3. In noting stoppages to be made for loss, or damage to public property, the gross amount due for Ordnance, for Horse equipments, for Clothing, &c., will be separately stated in the order enumerated in par. 1187, G. R.
4. Additional pay due under Sec. 2, Act of Aug. 4, 1854, will be thus noted, viz: "For 1st re-enlist. \$2 pr. mo.," or, "For 2d re-enlist. \$3 pr. mo.," or, "For 3d re-enlist. \$4 pr. mo.," &c., &c. That due under Sec. 3 of the same Act, thus: "For cert. of merit, \$2 pr. mo." That due under Sec. 4 of the same Act, thus: "In lieu of comm., \$2 pr. mo."
5. The roll of those belonging to the company, will be immediately followed by that of the officers and soldiers, who, since last muster, have ceased to belong to it. Those will be classed in the following order, viz: Discharged, Transferred, Died, Deserted; and the utmost particularity will be observed, in the remarks concerning them—Date and Place will, in every case, be given; and No., date, &c., of orders, or description of authority, be always carefully specified. Soldiers discharged and re-enlisted, or who have deserted and been retaken, since last muster, have their place in both of the above rolls.

REMARKS.

PAY ROLL—Continued.

Mos.	Period paid for, Days.	Pay per month. Dolls.	Dollrs. Amount of pay.
			Cts.
			Dolls.
			Cts.
			Retain'd pay.
			Dolls.
			Cts.
			Clothing.
			Dolls.
			Cts.
			Subsistence.
			Dolls.
			Cts.
			Forage.
			Dollg.
			Cts.
			40 cents per day, use of horse and horse equip- ments,
			Dolls.
			Cts.
			Total
			Dolls.
			Cts.
			amount due.
			Dolls.
			Cts.
			Amount of stoppages.
			Dolls.
			Cts.
			Balance paid.
			Dolls.
			Cts.
			RECEIVED PAYMENT OF—
			WITNESS—

RECAPITULATION.

ALTERATIONS SINCE LAST MUSTER.		RECAPITULATION.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Died.	Discharged.	Joined.	PRESENT.		ABSENT.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
			For duty	On extra, or daily duty. . .	Sick	In arrest, or confinement. .	On detached service.	With leave	Without leave	Sick	In arrest, or confinement. .																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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6. The remark "Discharge and final statements given," will be made opposite to the name of every discharged soldier, to whom such papers have actually been given. But the blank spaces under the head of "Last Paid," are to be filled as usual.

7. Re-enlistment two months before the expiration of term of service is no longer allowable.

8. Within three days after each regular muster, the mustering officer, or commandant of the post will transmit to the Adjutant General a copy of the muster roll of each company. Blanks will be supplied from the Adjutant General's Office, and will be acknowledged on the first muster roll forwarded after their receipt.

MEMORANDA.

MEMORANDA.		BOOKS AND BLANKS— To be accounted for by the Company Commander.	
Blank Muster Rolls.	Number of recruits required.	General Regulations, (No. of copies.)	
Blank Muster and Pay Rolls.	Wounded in action.	Artillery Tactics, (No. of copies.)	
Blank Company Monthly Returns.	Serviceable horses.	Cavalry Tactics, (No. of copies.)	
Blank Certificates of Disability.	Unserviceable horses.	Infantry Tactics, (No. of copies.)	
Blank Enlistments.		Rifle and Light Infantry Tactics.	
Blank Re-enlistments.		Military Laws.	
Blank Recruit's Accounts Current.		Macomb's Practice of Courts-Martial.	
Blank Monthly Recruit's Returns.		Ordnance Manual.	
Blank Discharges.		Ordnance Regulations.	
Descriptive Lists.			

RECORD OF EVENTS which may be necessary or useful for future reference at the War Department, or for present information.

9. Actions in which the company or any portion of it, has been engaged, parades, reviews, parades, marches, changes of station, every thing of interest, relating to the discipline, efficiency, or service of the company, will be minutely and carefully noted, with date, place, distances marched, &c., &c.

I certify, on honor, that this Muster Roll is made out in the manner required by the printed notes; that it exhibits the true state of Captain _____ Company (—) of the ——— Regiment of ———, for the period herein mentioned; that the "Remarks" set opposite the name of each officer and soldier are accurate and just; and that the "Recapitulation" exhibits in every particular the true state of the Company, as required by Regulations and the Rules and Articles of Wnr.

Station: _____
Date: _____

Commanding the Company.

I certify, on honor, that I have carefully examined this Muster Roll, and that I have mustered and minutely inspected the Company; the condition of which is found to be, as expressed in my remarks herunto annexed.*

Discipline :
Instruction :
Military Appearance :
Arms :
Accoutrements :

Clothing:

Inspector and Mustering Officer.

*It is made the special duty of the Inspector and Mustering Officer to add the appropriate remarks touching "Discipline," "Instruction," &c., according to the facts exhibited in the course of his inspection, with such other remarks as may be necessary or useful for the information of the War Department.

We certify, on honor, that we actually employed the servants, and owned and kept in service the horses, for which we have received payment, for the whole of the time charged, and did not, during any part of the time, employ a soldier as servant—the names of our servants are below; that we are not indebted to the United States on any account whatever. We also certify that the company officers, non-commissioned officers, and privates of the company to which we belong, who are made up for pay, &c., as having horses and horse equipments, actually owned, and had them in service for the time paid for. We also certify that we witnessed the payment of the whole company.

_____, *Captain*, servant named _____
 _____, *1st Lieut.*, servant named _____
 _____, *2d Lieut.*, servant named _____

Three muster and pay rolls are made at each muster; one to be retained with the company records, and two for the Paymaster. One muster roll is at the same time forwarded to the Adjutant General.

PAY ROLL—Continued.

Dolls.	Amount of pay.
Cts.	
Dolls.	Retain'd pay.
Cts.	
Dolls.	Clothing.
Cts.	
Dolls.	Subsistence.
Cts.	
Dolls.	Forage.
Cts.	
40 cents per day, use of horse and horse equipments.	
Dolls.	Total amount due.
Cts.	
Dolls.	Amount of stoppages.
Cts.	
Dolls.	Balance paid.
Cts.	
RECEIVED PAYMENT OF—	
WITNESS—	

Attest: on honor that we actually employed the servants, and owned and

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MUSTER ROLL of the Field, Staff, and Band of the — Regiment of —, (Colonel —, —,) from the — day of —, 186—, when last mustered, to the — day of —, 186—.

PAY ROLL of the Field, Staff, and Band, from the — day of —, 186—, when last paid, to the — day of —, 186—.

No.	NAMES. Present and absent.	RANK.	DATE OF COMMISSION, OR REGIMENTAL APPOINTMENT.	STATION.	NAMES. Present.	REMARKS.	Period paid for.	Pay per month.	Amount of pay.	Retained pay.	BOUNTY.		Total amount due.	Amount of stop- pages.	Balance paid.	RECEIVED PAYMENT OF—	WITNESS.
											Paid.	Due.					
							Mos.	Days.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	
NON-COMMISSIONED STAFF AND BAND. (See paragraphs 82 and 143 of the Regulations.)																	
No.	NAMES. Present and absent. (Privates in alphabetical order.)	RANK.	ENLISTED.				LAST PAID. (See Note 6.)		BOUNTY.		NAMES. Present.	REMARKS.					
			When.	Where.	By Whom.	Period.	By Pay- master.	To what time.	Paid.	Due.							
									Dolls.	Dolls.							

NOTES.

1..All officers and soldiers are to be taken up on the rolls, so soon as assigned by competent authority, whether they have yet joined, or not; and to be dropped, when similarly transferred.

2..In noting stoppages to be made for loss, or damage to public property, the gross amount due for Ordnance, for Horse equipments, for Clothing, &c., will be separately stated, in the order enumerated in par. 1187, G. R.

3..Under the head of Remarks, the date when any assignment takes effect, the No., date, &c., of order therefor; the date of any officer or enlisted man's joining, whether originally, or from any absence; the date of an officer's assuming, or being relieved from, any command or special duty; the description of any special, extra, or daily duty, on which officers or enlisted men may be; all changes of rank, by promotion, appointment, or reduction, with date of same, and No., date, &c., of order; all authorized stoppages, fines, sentences, with No., date, &c., of order, &c.; in case of absence, the nature and commencement of, No., date, &c., of order, and period

assigned for same, (to be repeated on every roll while it lasts;) if wounded in battle, or injured on duty,—if sick, or confined, a remark to that effect, &c., &c.—must be carefully stated opposite to the name of the person concerned, with everything else necessary, either to account fully for every individual,—to guide the paymaster,—or insure justice to the enlisted man, and to the United States.

4..Additional pay, due under Sec. 2, Act of August 4, 1854, will be thus noted, viz: "For 1st re-enlist. \$2 pr. mo.;" or, "For 2d re-enlist. \$3 pr. mo.;" or, "For 3d re-enlist. \$4 pr. mo.;" &c., &c. That due under Sec. 3 of the same Act, thus: "For cert. of merit, \$2 pr. mo." That due under Sec. 4 of the same Act, thus: "In lieu of comm., \$2 pr. mo."

5..The roll of those belonging to the Field, Staff, and Band, will be immediately followed by that of the officers and soldiers who, since last muster, have ceased to belong to it. These will be classed in the following order, viz: Discharged, Transferred, Died, Deserted; and the utmost particularity will be observed in the re-

marks concerning them—Date and Place will, in every case, be given; and No. date, &c., of orders, or description of authority, be always carefully specified. Soldiers discharged and re-enlisted, or who have deserted and been retaken, since last muster, have their place in both of the above rolls.

6..The remark "Discharge and final statements given" will be made opposite to the name of every discharged man, to whom such papers have actually been given. But the blank spaces under the head of Last Paid are to be filled as usual.

7..Re-enlistment two months before the expiration of term of service is no longer allowable.

8..Within three days after each regular muster, the mustering officer or commandant of the post will transmit to the Adjutant General a copy of the muster roll of each company. Blanks will be supplied from the Adjutant General's Office, and will be acknowledged on the first muster roll forwarded after their receipt.

MUSTER ROLL—Continued.

No.	NAMES. Present and absent. (Privates in alphabetical order.)	RANK.	ENLISTED.				LAST PAID. (See Note 6.)		BOUNTY.		NAMES. Present.	REMARKS.
			When.	Where.	By whom.	Period.	By Pay- master.	To what time.	Paid.	Due.		
									Dolls.	Dolls.		

RECORD OF EVENTS which may be necessary or useful for future reference at the War Department, or for present information.

(Actions in which the Regiment may have been engaged, changes of Regimental Headquarters, and distances marched, to be particularly noted.)

I certify, on honor, that this Muster Roll is made out in the manner required by the printed notes; that it exhibits the true state of the Field, Staff, and Band of the ——— Regiment of ———, for the period herein mentioned; that the "Remarks" set opposite the name of each officer and soldier are accurate and just.

Station: ———

Date: ———

—————,
Commanding the Company.

I certify, on honor, that I have carefully examined this Muster Roll, and that I have mustered and minutely inspected the Field, Staff, and Band; the condition of which is found to be as expressed in my remarks hereunto annexed.*

Discipline: Arms:

Instruction: Accoutrements:

Military appearance: Clothing:

—————,
Inspector and Mustering Officer.

*It is made the special duty of the Inspector and Mustering Officer to add the appropriate remarks touching "Discipline," "Instruction," &c., according to the facts exhibited in the course of his inspection, with such other remarks as may be necessary or useful for the information of the War Department.

PAY ROLL—Continued.

Period paid for.		Pay per month.	Amount of pay.		Retained pay.		BOUNTY.		Total amount due.	Amount of stop-pages.		Balance paid.		RECEIVED PAYMENT OF —	WITNESS.
Mos.	Days.		Dolls.	Cts.	Dolls.	Cts.	Paid.	Due.		Dolls.	Cts.	Dolls.	Cts.		

Three muster and pay rolls are made at each muster; one to be retained with the company records, and two for the Paymaster. One muster roll is at the same time forwarded to the Adjutant General.

PAY ROLL—Continued.

[illegible]

ree muster and pay rolls are made at each muster; one to be retained with the com-
records, and two for the Paymaster. One muster roll is at the same time forwarded
Adjutant General.

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RECORD OF EVENTS
 necessary or useful for the
 present information.

 (Actions in which the reg-
 iment has been engaged, changes of
 quarters, and distances mat-
 terially noted.)

(Actions in which the reg
been engaged, changes of R
quarters, and distances ma
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MUSTER ROLL of the Field and Staff of the — Regiment of — Volunteers,
in the service of the United States, Colonel —, from the — day
of —, 186—, when last mustered, to the — day of —, 186—.

PAY ROLL of the Field and Staff, from the — day of —, 186—,
when last paid, to the — day of —, 186—.

No.	NAMES. Present and Absent.	RANK.	DATE OF COMMISSION, OR REGIMENTAL APPOINTMENT.	STATION.	MUSTERED INTO SERVICE.			LAST PAID.		NAMES. Present.	REMARKS.
					When.	Where.	By whom.	By Pay- master.	To what time.		

NON-COMMISSIONED STAFF.

(See paragraph 143 of the Regulations, edition of 1861.)

No.	NAMES. Present and Absent.	RANK.	JOINED FOR SERVICE AND EN- ROLLED AT GENERAL RENDEZVOUS. Commencement of first payment by time.				MUSTERED INTO SER- VICE.			BOUNTY.		LAST PAID. (See Note 6.)		NAMES. Present.	REMARKS.
			When.	Where.	By whom.	Period.	When.	Where.	By whom.	Paid. Dolls.	Due. Dolls.	By Pay- master.	To what time.		

Period paid for.	Pay per month.	Amount of pay.		Retained pay.		Clothing.		No. of Horses.	Forage.		No. Rations per day.	Subsist- ence.		Total amount due.		Amount of stop- pages.		Balance paid.		RECEIVED PAYMENT OF—	WITNESS.
		Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.		Dolls.	Cts.		Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.		

NOTES.

1. All officers and soldiers are to be taken up on the rolls, so soon as assigned by competent authority, whether they have yet joined, or not; and to be dropped when similarly transferred.

2. In nothing stoppages to be made for loss or damage to public property, the gross amount due for Ordnance, for Horse equipments, for Clothing, &c., will be separately stated, in the order enumerated, in par. 1332, G. R., ed. 1861.

3. Under the head of Remarks the date when any assignment takes effect, the No., date, &c., of order therefor; the date of an officer or enlisted man's joining, whether originally or from any absence; the date of an officer's assuming, or being relieved from, any command, or special duty; the description of any special, extra, or daily duty, on which officers or enlisted men may be; all changes of rank by promotion, appointment, or reduction, with date of same, and No., date, &c., of order; all authorized stoppages, fines, sentences, with No., date, &c., of order, &c.; in case of absence, the nature and commencement of, No., date, &c., of order, and period assigned for same, (to be repeated on every roll, while it

lasts;) if wounded in battle, or injured on duty—if sick, or confined, a remark to that effect, &c., &c.—must be carefully stated, opposite to the name of the person concerned, with everything else necessary, either to account fully for every individual,—to guide the paymaster,—or ensure justice to the enlisted man, and to the United States.

4. Additional pay, due under Sec. 2, Act of Aug. 4, 1854, will be thus noted, viz: "For 1st re-enlist. \$2 pr. mo.," or, "For 2d re-enlist. \$3 pr. mo.," or, "For 3d re-enlist. \$4 pr. mo.," &c., &c. That due under Sec. 3, of the same act, thus: "For cert. of merit, \$2 pr. mo." That due under Sec. 4, of the same act, thus: "In lieu of comm. \$2 pr. mo."

5. The roll of those belonging to the Field, Staff, and Band, will be immediately followed by that of the officers and soldiers who, since last muster, have ceased to belong to it. These will be classed in the following order, viz: Discharged, Transferred, Died, Deserted; and the utmost particularity will be observed, in the remarks concerning them—Date and place will, in every case, be given; and No.,

date, &c., of orders, or description of authority, be always carefully specified. Soldiers discharged and re-enlisted, or who have deserted and been retaken, since last muster, have their place in both of the above rolls.

6. The remark "Discharge and final statements given" will be made opposite to the name of every discharged man, to whom such papers have actually been given. But the blank spaces under the head of Last Paid, are to be filled as usual.

7. Re-enlistment, two months before the expiration of term of service, is no longer allowable.

8. Within three days after each regular muster, the mustering officer, or commandant of the post, will transmit to the Adjutant General a copy of the muster roll of each company. Blanks will be supplied from the Adjutant General's Office, and will be acknowledged on the first muster roll forwarded after their receipt.

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for.

Days. {

NAMES.	COMPLEX- ION.	HEIGHT.		EYES.	HAIR.
		Feet.	Inches.		

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PAY RO

arks.

Period
paid for.

Pay per
month.

A

Mos.

Days.

Dolls.

Pay

No.

NAMES.

Present and absent.

(See par. 1255, Gen.
Reg's, edition of '61.)

Period
paid for.

Mos.

Days.

Pay per

RECAPITULATION

ABSENT. PRES'T

- { For duty.....
- { Sick.....
- { In arrest, or confinement.....
- { On detached service.....
- { With leave.....
- { Without leave.....
- { Sick.....
- { In arrest, or confinement.....

STRENGTH—Present and

ALTERATIONS SINCE LAST MUSTER.

Died. Disch'ged. Joined.

- { Recruits from de
- { Enlisted in hospi
- { By re-enlistment
- { By transfer, or ap
- { From desertion.
- { Resigned.....
- { Expiration of ser
- { For disability...
- { By sent. of G. C.
- { By civil authorit
- { By order.....
- { Transferred.....
- { Killed in action.
- { Of wounds.....
- { From disease, &c
- { Deserted.....

NOTE.—
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Office, and
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ese will be
Deserted;

PAY ROLL of the Hospital, from the — day of
—, 186—, when last paid, to the — day of
—, 186—.

[illegible]

1. Under the head of Remarks, the date of any soldier's joining, whether originally, or from any absence; all changes of rank, by promotion, appointment, or reduction, with date of same, and No., date, &c., of order; all authorized stoppages, fines, sentences, with No., date, &c., of order, &c.; in case of absence, the nature and commencement of No., date, &c., of order, and period assigned for same, (to be repeated on every roll, while it lasts:) If wounded in battle, or injured on duty—if sick, or confined, a remark to that effect, &c., &c.—must be carefully stated opposite to the name of the person concerned, with everything else necessary, either to account fully for every individual—to guide the paymaster,—or ensure justice to the soldier, and to the United States.

2.. In noting stoppages to be made for loss, or damage to public property, the gross amount due for Ordnance, Horso equipments, Clothing, &c., will be separately stated in the order enumerated in par. 1187, G. R.

3. Additional pay, due under Sec. 2, Act of Aug. 4, 1854, will be thus noted, viz: "For 1st re-enbst. \$2 pr. mo.;" or, "For 2d re-enbst. \$3 pr. mo.;" or, "For

3d re-enlist. \$4 pr. mo.;" &c., &c. That due under Sec. 3 of the same act, thus:
 "For cert. of merit \$2 pr. mo." That due under Sec. 4 of the same act, thus:
 "In lieu of comm. \$2 pr. mo."

4. The installments of Bounty due, under Sec. 3, Act of June 17, 1850, are paid as follows: $\frac{1}{10}$, $\frac{1}{8}$, $\frac{1}{6}$, $\frac{1}{4}$, at the end of the 1st, 2d, 3d, and 4th years, respectively, the remainder at the expiration of enlistment; and will, under the head of Remarks, be noted thus: "Ret'd Bounty due, 1st (or 2d, 3d, &c.) inst., \$ ____." See G. O. 20, of 1850. Besides which, in the columns headed "Bounty Paid," and "Bounty Due," must be entered, in figures, the whole amount hitherto paid, and the whole amount yet due, on account of said bounty.

5. Re-enlistment two months before the expiration of term of service is no longer allowable.

6.-The roll of those belonging to the hospital, will be immediately followed by that of those who, since last muster, have ceased to belong to it. These will be classed in the following order, viz: Discharged, Transferred, Died, Deserted;

and the utmost particularity will be observed, in the remarks concerning them.—Date and place will, in every case, be given; and No., date, &c., of orders, or description of authority, be always carefully specified. Soldiers discharged and re-enlisted, or who have deserted and been retaken, since last muster, have their place in both of the above rolls.

7.. The remark "Discharge and final statements given" will be made opposite to the name of every discharged soldier, to whom such papers have actually been given. But the blank spaces under the head of Last Paid, are to be filled as usual.

g. 8. Within three days after each regular muster, the mustering officer or commandant of the post, will transmit to the Adjutant General a copy of the muster roll of each company. Blanks will be supplied from the Adjutant General's Office, and will be acknowledged on the first muster roll forwarded after their receipt.

MUSTER ROLL—(Continued.)

PAY ROLL—(Continued.)

No.	NAMES. Present and absent. (See par. 1255, Gen. Reg's, edition of '61.)	HOW MUSTERED IN THE ARMY.			ENLISTED OR JOINED FOR SERVICE AND ENROLLED AT GENERAL RENDEZVOUS. Commencement of first payment by time.				ATTACHED TO HOSPITAL.		LAST PAID. (See Note 7.)		BOUNTY.		NAMES. Present.	REMARKS.	Period paid for.		Pay per month.	Amount of pay.		Retained pay.		BOUNTY.		Total amount due.	Amount of stop-pages.		Balance paid.		RECEIVED PAYMENT OF—	WITNESS				
		RANK.	COMPANY.	REGIMENT.	When.	Where.	By whom.	Period.	When.	How employed.	By Paymaster.	To what time.	Dolls.	Dolls.			PAID.	DUE.		Mos.	Days.	Dolls.	Cts.	Dolls.	Cts.		Dolls.	Cts.	Dolls.	Cts.			Dolls.	Cts.	Dolls.	Cts.

RECAPITULATION.

ABSENT—PRESENT	For duty.....	Steward.	Wardmaster.	TOTAL LAST MUSTER.
	Sick.....			
ABSENT—ABSENT	In arrest, or confinement.....	Cooks.		TOTAL LAST MUSTER.
	On detached service.....	Nurses.		
ABSENT—ABSENT	With leave.....	Matrons.		TOTAL LAST MUSTER.
	Without leave.....			
ABSENT—ABSENT	Sick.....			TOTAL LAST MUSTER.
	In arrest, or confinement.....			

RECORD OF EVENTS which may be necessary or useful for reference at the War Department, or for present information.

Station: _____

Date: _____

_____,
Surgeon, in charge of Hospital.

STRENGTH—Present and Absent.

ALTERATIONS SINCE LAST MUSTER.	Discharged.	Recruits from depots.....	No. of blank Muster Rolls on hand.
		Enlisted in hospital.....	
Discharged.	Discharged.	By re-enlistment.....	No. of blank Muster Rolls on hand.
		By transfer, or appointment.....	
Discharged.	Discharged.	From desertion.....	No. of blank Muster Rolls on hand.
		Resigned.....	
Discharged.	Discharged.	Expiration of service.....	No. of blank Muster Rolls on hand.
		For disability.....	
Discharged.	Discharged.	By sent, of G. C. Martial.....	No. of blank Muster Rolls on hand.
		By civil authority.....	
Discharged.	Discharged.	By order.....	No. of blank Muster Rolls on hand.
		Transferred.....	
Discharged.	Discharged.	Killed in action.....	No. of blank Muster Rolls on hand.
		Of wounds.....	
Discharged.	Discharged.	From disease, &c.....	No. of blank Muster Rolls on hand.
		Deserted.....	

NOTE.—Three muster and pay rolls are made at each muster, one to be retained with the hospital records, and two for the Paymaster. One muster roll (muster and pay roll, with the pay roll portion cut off) is at the same time forwarded to the Adjutant General.

_____,
Inspector and Mustering Officer.

三

iod = _____
for. ✓

Days. | _____ month.

—th

(FORM

DESCRIPTIVE LIST and Account

No.	NAMES.	RANK.	DESCRIPTION.						WHERE BORN.		OCCUPATION.
			Years of age.	Eyes.	Hair.	Complexion.	Feet.	Inches.	State or kingdom.	Town or county.	

I certify that the above is a correct

Station : _____

Date : _____

NOTES.

1..The amount of additional pay, if any, for former services under the act of August 4, 1854, must be carefully noted in the exact words used on the Muster Roll.

2..Likewise the amount due the soldier for a certificate of merit, or in lieu of a commission, under sec. 4, act of August 4, 1854, in the exact words used on the Muster Roll.

3..So, also, of any other extra pay, for which he may be mustered, *ex. gr.*, as Acting Hospital Steward, as Saddler, &c., and which may be still due him.

4..In the column headed "Bounty Paid," must be entered the whole amount hitherto paid him; in that of "Bounty Due," the whole amount yet due, on account of the bounty provided by sec. 3, Act of June 17, 1850.

5..The amount of Retained Pay due, at date, will be carefully stated.

of Pay and Clothing of _____.

[illegible]

transcript from the records of ____.

6.. Stoppages for loss or damage done to arms, or other public property, must be noted, and the articles, and particular damage to each specified.

7..—When stoppages are due, under sentence of a court-martial, a transcript of the same must be entered here; and the amount already stopped must be carefully stated.

8.-In every case of desertion, the date, and that of delivery, or apprehension, must be given, together with a correct transcript of the order of sentence, or pardon.

9. A careful settlement of the man's Clothing Account must be made to date, and the amount due to, or from him must be precisely stated.

10.. Should the man have been engaged in any action, or skirmish, it must be mentioned, together with date and place.

11..A full and particular mention will be made of any wounds he may have received in action, or other injury, whilst in the line of his duty.

VOLUNTEER DESCRIPTIVE LIST and

[illegible]

I certify that the above is a correct

Station : _____

Date : _____

NOTES.

1. The amount of any extra pay for which the soldier may be mustered, *ex. gr.*, as Acting Hospital Steward, as Saddler, &c., and which may be still due him, must be carefully noted.

2..In the column headed "Bounty Paid," must be entered the whole amount hitherto paid him; in that of "Bounty Due," the whole amount yet due him.

3.. Stoppages for loss or damage done to arms, or other public property, must be noted, and the articles, and particular damage to each specified.

4.-When stoppages are due, under sentence of a court-martial, a transcript of the same must be entered here; and the amount already stopped, must be carefully stated.

Account of Pay and Clothing of ———.

[illegible]

transcript from the records of ———.

NOTES.

5..In every case of desertion, the date, and that of delivery, or apprehension, must be given, together with a correct transcript of the order of sentence, or pardon.

6.-A careful settlement of the man's Clothing Account must be made to date, and the amount due to, or from him must be precisely stated.

7..Should the man have been engaged in any action, or skirmish, it must be mentioned, together with date and place.

8...A full and particular mention will be made of any wounds he may have received in action, or other injury, whilst in the line of his duty.

(FORM No. 19.)

ARMY OF THE UNITED STATES.

[Coat of Arms.]

CERTIFICATE OF DISABILITY FOR DISCHARGE.

_____, of Captain _____ Company, (—,) of the
_____ Regiment of United States _____, was enlisted by _____,
of the _____ Regiment of _____, at _____, on the _____ day of _____,
186—, to serve _____ years; he was born in _____, in the State of
_____; is _____ years of age; _____ feet _____ inches high; _____ com-
plexion, _____ eyes, _____ hair; and by occupation when enlisted a
_____. During the last two months said soldier has been unfit for
duty _____ days.* _____.

Station: _____

Date: _____

_____,
_____,
Commanding Company.

I CERTIFY, that I have carefully examined the said _____,
of Captain _____ Company, and find him incapable of perform-
ing the duties of a soldier because of † _____.

_____,
_____, Surgeon.

DISCHARGED, this _____ day of _____, 186—, at _____,
_____.

_____,
_____,
Commanding the Reg't.

The *soldier* desires to be addressed at
Town _____, County _____, State _____.

* See Note 1.

† See Note 2.

(FORM NO. 19—Continued.)

NOTE 1.

The company commander will here add a statement of all the facts known to him concerning the disease or wound, or cause of disability of the soldier; the time, place, manner, and all the circumstances under which the injury occurred, or disease originated or appeared; the duty, or service, or situation of the soldier at the time the injury was received or disease contracted, stating particularly whether the injury was received or the disease contracted in the line of his duty; and whatever other facts may aid a judgment as to the cause, immediate or remote, of the disability, and the circumstances attending it.

When the facts are not known to the company commander, the certificate of any officer, or affidavit of other person having such knowledge, will be appended—as the surgeon in charge of a hospital, the officer commanding a detachment of recruits, &c., &c.

NOTE 2.

When a probable case for pension, special care must be taken to state the degree of disability—as $\frac{1}{2}$, $\frac{3}{4}$, &c., &c.; to describe particularly the disability, wound, or disease; the extent to which it deprives him of the use of any limb or faculty, or affects his health, strength, activity, constitution, or capacity to labor or earn his subsistence. The surgeon will add, from his knowledge of the facts and circumstances, and from the evidence in the case, his professional opinion of the cause or origin of the disability. In the case of discharges by Medical Inspectors, the last paragraph will state that the "discharge was given by consent of the soldier after a personal examination, and for disability, the nature, degree, and origin of which are correctly described in the within certificate."

Par. 1260 Regulations, edit. 1861.

Medical officers, in giving certificates of disability, are to take particular care in all cases that have not been under their charge; and especially in epilepsy, convulsions, chronic rheumatism, derangement of the urinary organs, ophthalmia, ulcers, or any obscure disease liable to be feigned or purposely produced; and in no case shall such certificate be given until after sufficient time and examination to detect any attempt at deception.

DIRECTIONS.

This certificate will be made out in duplicate by the soldier's company commander, or other officer commanding the separate detachment to which he belongs, and sent by him to the surgeon who has charge of the hospital where the soldier is sick. The surgeon will then fill out and sign the surgeon's certificate, and forward these papers to the regimental, detachment, or post commander, who will forward them, with his action endorsed thereon, through the proper channel, to his division commander; or, if the troops are not attached to a division, to his corps, department, or other commander or officer to whom the authority to discharge enlisted men may be specially delegated.

These certificates, after having received the action of the highest authority to which they are required to be sent, will be returned through the same channel to the regimental, post, or detachment commander, who will, if the discharge is authorized by the endorsement of the proper authority, sign the soldier's discharge, and the last certificate on this paper; see that the soldier is furnished with the proper final statements in duplicate, and forward BOTH of these certificates direct to the Adjutant General, United States Army, at Washington, D. C.; they will not under any circumstances be given into the hands of the soldier.

(FORM No. 20.)

I CERTIFY, That _____, of Captain _____ Company, (—,) of the _____ Regiment of _____, born in _____, in the State of _____, aged _____ years, _____ feet _____ inches high, _____ complexion, _____ eyes, _____ hair, and by profession a _____, was enlisted by _____, at _____, on the _____ day of _____, eighteen hundred and _____, to serve for _____ years, and is now entitled to a discharge by reason of _____.

The said _____ was last paid by Paymaster _____, to include the _____ day of _____, eighteen hundred and _____, and has pay due from that time to this present date.

He has been drawing \$_____ per month for _____ re-enlistment, under sec. 2, act of Aug. 4, 1854.

There is due to him _____ 100 dollars retained pay.

There is due to him _____ 100 dollars retained bounty.

There is due to him _____ 100 dollars on account of clothing not drawn in kind.

He is indebted to the United States _____ 100 dollars on account of extra clothing.

He is indebted to the United States _____.

He is indebted to _____, Laundress at _____, _____ 100 dollars.

The cost of the ration at this post is _____ cents.

GIVEN in duplicate, at _____, this _____ day of _____, 18—.

Commanding Company.

NOTES.

1..When a soldier transfers his certificates, the transfer must be made on them, witnessed by a commissioned officer when practicable, or by some other reputable person known to the Paymaster.

2..The amount of additional pay per month, if any, for former services under the act of August 4, 1854, must be carefully noted in the exact words used on the Muster Roll.

3..Likewise, the amount due the soldier for a certificate of merit; or in lieu of a commission, under sec. 4, act of August 4, 1854.

4..So, also, of any other extra pay, for which he may be mustered; *ex. gr.*, as acting Hospital Steward, as Saddler, &c., and which may be still due him.

5..Stoppages for loss or damage done to arms, or other public property, must be noted, and the articles, and particular damage to each, specified.

6..Stoppages due, under the sentence of a court-martial, must be carefully stated, with No. and date of order.

7..In cases of desertion, the date, and that of delivery or apprehension, must be given, together with a correct transcript of the order of sentence or pardon, whenever the final settlement of the man's accounts may be affected by either.

(FORM NO. 21.)

I certify, on honor, that ———, a ———, of Captain ———
——— Company, (—,) of the ——— Regiment of ——— VOLUNTEERS,
of the State of ———, born in ———, State of ———, aged ———
years, ——— feet ——— inches high, ——— complexion, ——— eyes,
——— hair, and by occupation a ———, having joined the company
on its original organization at ———, and enrolled in it at the muster
into the service of the United States at ———, on the ——— day of
———, 186—, (or was mustered in service as a recruit, by ———
———, at ———, on the ——— day of ———, 186—, to serve in the
Regiment,) for the term of ———: and having served **HONESTLY**
and **FAITHFULLY** with his Company in ——— to the present date, is
now entitled to a **DISCHARGE** by reason of ———.

The said ——— was last paid by Paymaster ———, to
include the ——— day of ———, 186—, and has pay due him from that
time to the present date; he is entitled to pay and subsistence for
TRAVELING to place of enrollment, and whatever other allowances are
authorized to volunteer soldiers, or militia, so discharged. He has
received ——— ¹⁰⁰dollars, advanced by the United States on account
of **CLOTHING**.

There is to be stopped from him, on account of the State of ———,
or other authorities, for **CLOTHING**, &c., received on entering service,
——— ¹⁰⁰dollars; also, for expenses of **SUBSISTENCE** for **TRAVELING**
from place of enrollment to the place of rendezvous, amounting to
——— ¹⁰⁰dollars: and on account of the United States for **EXTRA**
CLOTHING received in kind from ———, and for other stop-
pages, viz:

——— amounting to ——— ¹⁰⁰dollars; and he has been
SUBSISTED for **TRAVELING** to his place of enrollment, up to the ———
———, 186—.

He is indebted to ———, Sutler, ——— ¹⁰⁰dollars.

He is indebted to ———, Laundress, ——— ¹⁰⁰dollars.

GIVEN in duplicate, at ———, this ——— day of ———, 186—.

———,
———,
Commanding Company.

(FORM No. 21—Continued.)

NOTES.

1..Two of these certificates (final statements) are to be given to each volunteer soldier who may be discharged previously to the discharge of his company, that he may at once receive from the Paymaster the pay, &c., due him, and the captain or other officer commanding the company will certify to the act of the delivery of the duplicate certificates; on these certificates the soldier is "entitled to" his discharge, and should also present his discharge to the Paymaster to have the payment endorsed on it. The discharge is to be given back to the soldier by the Paymaster; the latter only retaining as his voucher the duplicate certificates.

2..If the soldier is entitled to pay for the use of his horse, the Company Commander will certify to that fact, and also to the time he has pay due for having been so mounted on his own horse.

3..Amounts due the Sutler and Laundress must be entered on the Muster Roll on which the death, desertion, &c., is reported, as well as on the final statement, otherwise the amount cannot be collected from the United States.

4..This blank will be used for deceased volunteers as well as others.

5..Non-commissioned officers *cannot*, under any circumstances, sign final statements. When so signed they are worthless.

(FORM No. 22.)

ARMY OF THE UNITED STATES.

[Coat of Arms.]

TO ALL WHOM IT MAY CONCERN :

KNOW YE, That _____, a _____ of Captain _____
Company, (—,) of the _____ Regiment of _____, who was enlisted the _____
day of _____, one thousand eight hundred and _____, to serve _____,
is hereby **DISCHARGED** from the Army of the United States in
consequence of _____.

Said _____ was born in _____, in the State of _____; is
_____ years of age; _____ feet _____ inches high; _____ complexion,
_____ eyes, _____ hair; and by occupation when enlisted a _____.

GIVEN under my hand, at _____, this _____ day of _____, in the
year of our Lord one thousand eight hundred and _____.

_____,
Commanding.

CHARACTER.

_____,

(FORM No. 23.)

TO ALL WHOM IT MAY CONCERN:

[Coat of Arms.]

KNOW YE, That _____, a _____ of Captain _____ Company, (—,) _____ Regiment of _____ VOLUNTEERS, who was enrolled on the _____ day of _____, one thousand eight hundred and _____, to serve _____ years or during the war, is hereby **DISCHARGED** from the service of the United States, this _____ day of _____, 186—, at _____, by reason of _____. (No objection to his being re-enlisted is known to exist.*)

Said _____ was born in _____, in the State of _____; is _____ years of age; _____ feet _____ inches high; _____ complexion, _____ eyes, _____ hair; and by occupation, when enrolled, a _____.

GIVEN at _____, this _____ day of _____, 186—.

_____,
_____,
Commanding the Reg't.

* This sentence will be erased should there be anything in the conduct or physical condition of the soldier rendering him unfit for the Army.

OATH OF IDENTITY.

_____, of the town of _____, county of _____, in the State of _____.

On this _____ day of _____, in the year one thousand eight hundred and sixty _____, personally appeared before me, the undersigned, a Justice of the Peace for the county and _____ above mentioned, _____, who, being duly sworn according to law, declares that he is the identical _____ who was a _____ in the company commanded by Captain _____ in the regiment _____ commanded by _____; that he enlisted on the _____ day of _____, for the term of _____, and was discharged at _____, on the _____ day of _____, by reason of _____. _____.

Sworn and subscribed before me the day and year above written. _____.

I CERTIFY, that _____, before whom the above affidavit purports to have been made, is a Justice of the Peace duly authorized to administer oaths, and that the above is his signature.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official
[L. s.] seal, this _____ day of _____, in the year _____, at _____, in the State
of _____.

_____,
Clerk of the _____.

(FORM No. 24.)

THE UNITED STATES,

To _____, discharged from _____ Company
_____ Regiment of _____, Dr.

	DOLLS.	CTS.
For pay from _____ of _____, 18—, to _____ of _____, 18—, being _____ months _____ days, at _____ dollars per month		
For retained pay due		
For pay for traveling from _____, the place of my dis- charge, to _____, the place of my residence, _____ miles, at twenty miles per day, equal to _____ days, at _____ dollars per month		
For subsistence for traveling as above, _____ days, at _____ cents per ration or day		
For clothing not drawn		
Amount		
Deduct for Army Asylum	\$ _____	
Deduct for clothing withdrawn	_____	
Balance		

RECEIVED of _____, Paymaster U. S. Army, this _____ day
of _____, 18—, _____ dollars and _____ cents, in full of the above
account.

PAY	
SUBSISTENCE	
CLOTHING	
Dollars	

(SIGNED IN DUPLICATE.)

_____.

(FORM No. 25.)

THE COMMANDING OFFICER OF THE — REGIMENT
OF —.

[Coat of Arms.]

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING :

KNOW YE, That, reposing special trust and confidence in the patriotism, valor, fidelity, and abilities of ———, I do hereby appoint him ——— in Company —, of the — Regiment of ———, in the service of the UNITED STATES, to rank as such from the — day of ———, one thousand eight hundred and —. He is therefore carefully and diligently to discharge the duty of ———, by doing and performing all manner of things thereunto belonging. And I do strictly charge and require all non-commissioned officers and soldiers under his command to be obedient to his orders as ———. And he is to observe and follow such orders and directions, from time to time, as he shall receive from me or the future Commanding Officer of the Regiment, or other superior officers and non-commissioned officers set over him, according to the rules and discipline of war. This warrant to continue in force during the pleasure of the Commanding Officer of the Regiment for the time being.

GIVEN under my hand, at the Headquarters of the Regiment, at
——, this — day of ———, in the year of our Lord one
thousand eight hundred and —.

—— ———,
Commanding the Regiment.

BY THE COMMANDING OFFICER :

—— ———,
Adjutant of the Regiment.

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NOTE.—These reports are bound in volumes containing enough for one year.

REMARKS for the month of ———, 186—.

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All changes in the Commissioned Officers will be noted in the column of Remarks, or on the back of the Return.

Cavalry and Artillery are, as a general rule, attached to divisions—not to brigades or regiments—and will be so considered, unless otherwise specially ordered by competent authority.

 The Tri-monthly Returns required for the Adjutant General's Office will be made from Department, Army, or Army Corps Headquarters, on this blank, punctually, on the 10th, 20th, and last day of each month, from the latest returns which have been obtained at those headquarters at those dates. If the Army Corps he serving in an Army, its commander will forward a duplicate of his tri-monthly report direct to the Adjutant General U. S. Army. On the back of this report particular care will be taken to give the name of every regiment or detached company in full, and the brigade and division to which it belongs.

On the report of regiments, this report will be made out by companies; on the report of brigades, by regiments; on the report of divisions, by brigades; on the report of corps, by divisions.

Infantry, cavalry, and artillery of each regiment, brigade, or division, (according as the report is made out by regiment, brigade, or division,) will be on separate horizontal lines. (See note 2, under the head of "Remarks.")

In column No. 1, the location of the regiment, brigade, division, or corps, should be given, with reference to some well-known place.

In column No. 2, should appear the name in full of the officer who actually commands, with his rank.

In column No. 3, the number of the Regiment, also the letter of a Battery and of all detached Companies, the State, or, if not a State organization, the authorized name of the organization will be stated. If there is not room in this column, this will be done on the back of the report.

If the report be correctly made out, the figures on the same horizontal line should check as follows:

The sum of columns 6, 7, and 8, should equal No. 9; of Nos. 9 and 10, equal No. 11; of Nos. 11, 12, 13, 14, 15, 16, and 17, equal No. 18; of Nos. 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, and 28, equal No. 31; of Nos. 9, 12, 14, 16, 19, 21, 23, 25, and 27, equal No. 29; of Nos. 10, 13, 15, 17, 20, 22, 24, 26, and 28, equal No. 30; of Nos. 29 and 30, equal No. 31.

The difference between the sum of Nos. 33 and 34, and Nos. 35, 36, 37, 38, 39, and 40, should be the same as the difference between Nos. 31 and 32, and column 31 should be the greater or less than 32, according as the whole loss exceeds or is less than the whole gain.

Under the heading "Present for Duty Equipped," only those will be given who are actually available for the line of battle at the date of the Regimental Reports.

In column No. 50, all the different calibres should be given; and in column No. 49, the number of pieces of each calibre.

All officers and enlisted men in the hands of the civil authorities will be reported in columns 27 and 28, respectively.

Commanding.

Adjutant

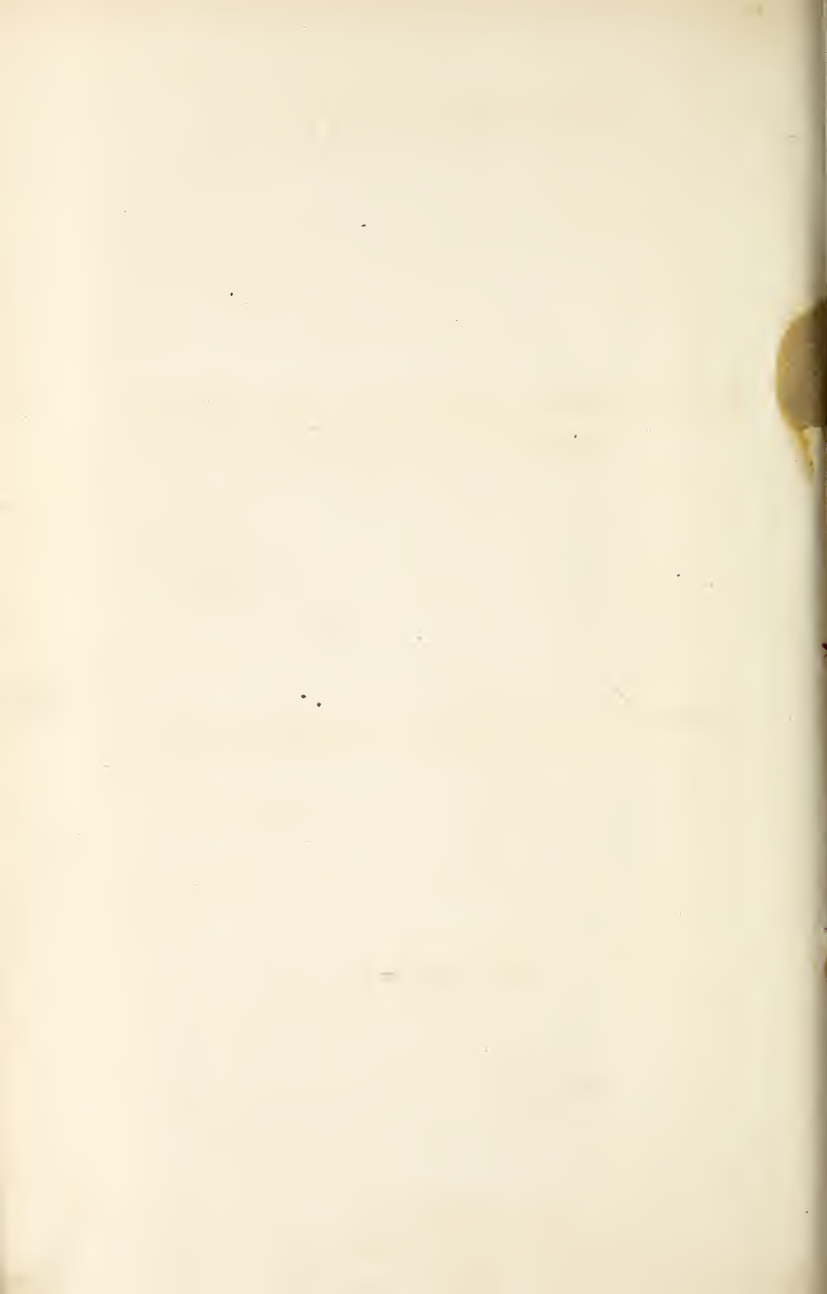
(FORM No. 28.)

ROLL OF PRISONERS OF WAR captured by —— at ——.

No.	NAMES—in alphabetical order.	Rank.	Regiment.	Co.	Where captured.	When captured.	REMARKS.

NOTE.—This Roll will be made out in triplicate, immediately upon the capture of any prisoners of war, (whether by or from the enemy,) by the officer commanding the Regiment or Detachment by whom the capture is made—one copy to be retained, one to be forwarded through the proper military channel to the Commanding General of the Department or Army, and a third copy to be forwarded direct to the Adjutant General.





INSTRUCTIONS

FOR MAKING

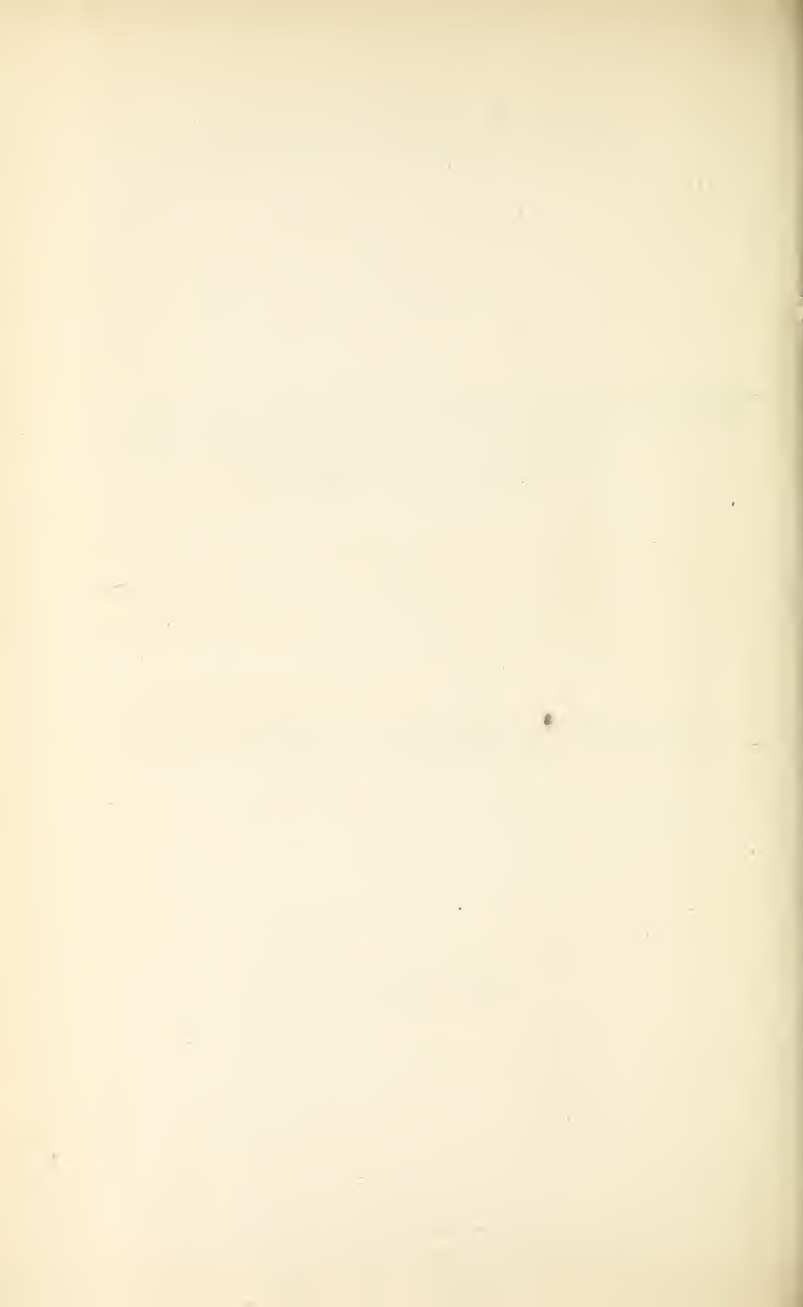
MUSTER-ROLLS, MUSTERING INTO SERVICE,
PERIODICAL PAYMENTS,

AND

DISCHARGING FROM SERVICE OF VOLUNTEERS OR MILITIA

REVISED.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1863.



WAR DEPARTMENT,

March 31, 1863.

The following "Instructions for making muster-rolls, for mustering into service, for periodical payments, and for discharge from service of volunteers or militia," having been duly examined, are approved, and will be carried into effect.

EDWIN M. STANTON,

Secretary of War.

ERRATA.

Paragraph 16, top of page 5, for paragraph 1439, read paragraph 1639.

Paragraph 83, page 25—

A regiment of cavalry is allowed two assistant surgeons, one veterinary surgeon with the rank of sergeant major, two trumpeters, and from 60 to 78 privates. The chief farrier or blacksmith, and the two teamsters heretofore allowed, are abolished. (See General Orders, 73, A. G. O., 1863, page 19.)

INSTRUCTIONS


FOR MAKING

MUSTER-ROLLS, MUSTERING INTO SERVICE, PERIODICAL PAYMENTS, AND DISCHARGE FROM SERVICE OF VOLUNTEERS OR MILITIA.

CAPTIONS OF MUSTER-ROLLS.

1....The caption of rolls will embrace the name of the captain or permanent commander, and letter of the company; the number of the regiment, the State to which it belongs, whether *mounted* or *foot*, volunteers or militia; the name of the colonel or permanent commanding officer; by whom, and under what act of Congress it was called into service; where and when enrolled, and the term to be served; by whom, where, and when, or in what month, the company was organized; and (with the exceptions shown in the *forms* below) when it arrived at the general rendezvous, and the distance between that and the place of organization; and when discharged. The muster-rolls for *payment* will show the time for which the muster is made, as the *first* one from date of enrollment, and *subsequent* ones from the time the company was "last paid" (without regard to any intermediate muster) to the time the new muster is to be made—generally for two months—but more or less according to circumstances.

2....The following is the purport of the captions for the several kinds of musters which may occur.

3.... The words and figures between brackets [] throughout are inserted to make the meaning of the caption and remarks clear; the appropriate ones will be used on the rolls.

No. 1....FOR MUSTER INTO SERVICE.

4....“Muster-roll of Captain [John Smith’s] company [A] in the [1st] regiment of [Maryland] mounted (or foot) volunteers, commanded by Colonel [Thomas Tod,] called into the service of the United States by [the President,] under the act of Congress approved [July 22, 1861,] at [Baltimore, Maryland,] (the place of general rendezvous) on the [25th] day of [July, 1861,] to serve for the term of [three years or during the war,] (or for twelve months) from the date of enrollment, unless sooner discharged. The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861,] and marched thence to [Baltimore,] where it arrived the [25th] day of [July,] a distance of [one hundred and twenty-five] miles.”

No. 2....FOR FIRST PERIODICAL PAYMENT.

5....The same as No. 1 to the words “sooner discharged”—“from the [25th] day of [July, 1861,] when enrolled, to the [31st] day of [October, 1861.] The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861,] and marched thence to [Baltimore,] where it arrived the [25th] day of [July,] a distance of [one hundred and twenty-five] miles.”

No. 3....FOR ALL SUBSEQUENT PERIODICAL PAYMENTS.

6....The same as No. 1 to the words “sooner discharged”—“from the [31st] day of [December, 1861,] when *last paid*, to the [29th] day of [February, 1862.] The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861.]”

7....NOTE.—The *distance* from Cumberland (the *home* of the company) to Baltimore, 125 miles, will, or *should*, be paid for on the first periodical muster, and need not, therefore, be continued on any subsequent rolls. It will be in-

serted in the caption and — column *till* paid for. The place of company organization must be shown on all rolls during the term of service.


No. 4....FOR DISCHARGE AFTER ONE OR MORE PAYMENTS
HAVE BEEN MADE.

8....The same as No. 1 to the words "sooner discharged"—"from the [29th] day of [February, 1862,] when last paid, to the [4th] day of [July, 1862,] *when discharged*. The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861.]"

No. 5....FOR DISCHARGE WHERE NO PAYMENT HAS BEEN
MADE.

9....The same as No. 1 to the words "sooner discharged"—"from the [25th] day of [July, 1861,] when enrolled, to the [4th] day of [July, 1862,] *when discharged*. The company was organized by Captain [John Smith] at [Cumberland,] in the month of [July, 1861,] and marched thence to [Baltimore,] where it arrived the [25th] day of [July,] a distance of [one hundred and twenty-five] miles.

10....If the blank muster-rolls, furnished for use, do not contain all that is directed above, in each case, they will be altered by the required additions in writing. The words "when discharged" must be written, if not there already, next after the last date of the term, to which the muster is to be made, on all rolls for that purpose.

11.... It is expected that muster-rolls for *discharge*, of large size, and with the addition which will be found in paragraph 49, will be prepared and furnished seasonably for that purpose; if not, the blanks now in use (for payment) will be altered by the additional two columns. The blank rolls for discharge should contain a large excess of lines, beyond the prescribed organization, for the names of all who have died, been discharged, &c., &c., and the column of remarks should be near a foot wide for necessary remarks.

12....Where a change of captain or colonel has taken place, by promotion, or otherwise, the name of the new captain or colonel will be embraced, and the name of the *first* commander will be interlined after "company," as [late Smith's,] or after "regiment," as [late Tod's,] so that the original commanders may be shown during the whole term.

13....If any other person than the President called the force into service, the name of such person, with his official rank or station, will be inserted in the caption, and under what law, authority, or circumstances the call was made: vide paragraph 1640, Army Regulations, and an act to amend an act calling forth the militia, promulgated in G. O. 91, adjutant general's office, 1862.

14....The date of enrollment in the caption and one of the columns will be that of the day of arrival of the company, with organization complete or full, at the place of general rendezvous, in compliance with orders from the proper authority, but not *prior* to the day specified in the order; which date of enrollment will be the commencement of the term of service and of public supplies, unless otherwise specially directed, without regard to the date of muster or that of previous company organization.

NUMBERS OF ROLLS TO BE MADE.

15....For muster *into service* there will be four copies of muster-roll, viz: *one* for the captain, *one* for the adjutant general at Washington, *one* for the adjutant general of the State, and *one* for the paymaster general; for *periodical payments* there will be *four* copies—*two* for the captain and adjutant general, and *two* for the paymaster; and for *discharge from service* there will be *five* copies—*four* for the captain, adjutant general, and paymaster, as above, and *one* for *Bounty Bureau* at Washington.

16....The copies for the captain and paymaster will be left, by the mustering officer, with the captain, and the others

transmitted by mail, or otherwise, according to their destination, with the return mentioned in paragraph 1439, Army Regulations.

FILLING UP THE MUSTER-ROLLS.

17....In making muster-rolls, where the number of lines on the sheet will admit, give *two* lines to each commissioned officer, to afford room for necessary remarks; and leave a blank line between lieutenant and sergeant, between sergeant and corporal, and so of the grades below.

18....Number (in the marginal column only) the captain 1; 1st lieutenant 1; 2d lieutenants 1, 2; commissary sergeant, quartermaster sergeant, sergeants 1, 2, 3, 4; corporals 1, 2, 3, 4; musicians 1, 2; artificers 1, 2; farriers or blacksmiths 1, 2; saddlers 1; privates 1, 2, 3, and so on; or according to the numbers in each grade embraced on the roll—every grade, on any roll, will commence with No. 1—and the *recapitulation* will then show a corresponding number of each grade.

19....The names of officers resigned, discharged, transferred, promoted, or died, will be inserted on the next muster-roll thereafter among the commissioned officers (not at the bottom of the roll) with appropriate remarks.

20....The christian name, or the *first* one, as “John B. Smith,” must in all cases be written at full length—not the *first letter* of it; and the names of every grade must exactly correspond, by numbers, on all the rolls made for any muster.

21.....In the column of “rank,” (the 3d,) designate the sergeant on the first or upper line as “1st sergeant,” the others as sergeants, simply, without numbering them in that column, as also the corporals, &c. “*First sergeant*” is the title, by law, of the *orderly* sergeant, who may be appointed to the duty, by the captain, from any of the sergeants.

22....In field and staff rolls, the regimental rank, as well as *staff* office, must be shown in the 3d column.

23....The ages of all officers and men will be placed in figures opposite their names, and continued without change, during the term, in the 4th column.

24....The 5th column will be filled with the date of arrival (as mentioned in paragraph 14) at the place of general rendezvous, which is generally also the place of muster; and the dates, respectively, of such as may, under legal authority, join and be received as recruits afterwards at that or other places. The supplies and pay, by *time*, will commence with such dates; all previous allowances will be in proportion to the *distance* traveled, having respect to grades.

25....This column on rolls of field and staff, as well as the time of enrollment in the caption, will be filled with the date on which the colonel or commanding officer was elected or appointed; and so (in the column) of the others, field and staff, as the commencement of the official term for payment respectively. But in no case can any one (except those in the staff appointed by the President) go back beyond the day when the regiment or prescribed command became complete in its organization by the arrival of the *tenth* or *last* company at the place or places of general rendezvous, or the dates subsequently of election or appointment to office.

26....If compensation be claimed for any prior service, as by the colonel, for superintending, under legal authority, the formation, assembling, and command of the companies at the general rendezvous, a remark will be made embracing the facts in the column of remarks; and a copy of the order for performance of the duty must accompany the roll for payment.—(See paragraphs 28, 64.)

27....The 6th column, "where," will contain the name of the place of general rendezvous, (not the place of company organization,) as that of the enrollment of those present at the original muster; the places, if any, where individuals may have engaged and joined the company on the march to or in [Mexico,] or the places where men have been enlisted by

recruiting officers, after the muster of the company into service, to serve in the regiment. The dates of the actual joining of all such men (not present at first muster) will be given in the column of remarks.

28....The 7th column will show the name of the officer (generally the captain) who raised and organized the company on the lines of all who were present at first muster; opposite the names of those who joined afterwards, as in paragraph 24, will be inserted the name of the recruiting officer.

29....The 1st column, under "traveling," will contain the distance, in plain figures on each line, which each person may have traveled as a member of the company from his home—the place of company organization preferable—to the place of general rendezvous, by the *nearest practicable road for wagons*. All such as join at other places, or subsequently, are not entitled to any distance for travel, and the word "none" will be written opposite their names, and also those of *recruits*, who will be under pay from the dates of their enlistment.—(See paragraph 7 for discontinuance of these figures.)

30....The next column, under "traveling," is of no use on the roll for muster into service and for periodical payments, and might have been left out. But on the roll for *discharge*, that column will be filled with the distance, in figures, from the place of discharge to that of company organization, or to the places where men may afterwards have joined or been enlisted under proper authority, by the nearest practicable route.—(See paragraph 29.)

31....But where the company is discharged in [Mexico,] or other place, and the officers and men, or any of them, are to be furnished with transportation, thence by water, to some other place nearer their homes, then the distance for travel, in that column, will be calculated from the place where they are to be landed; and the persons so transported may be furnished with subsistence in kind or paid the per diem allow-

ance therefor, as they may prefer, and paid for a *reasonable* number of days beyond the date of muster for discharge on that passage by water; and the number of days aforesaid—the average time of voyage by such vessel as the men are to take passage in—to be determined by the mustering officer, on consultation with the chief quartermaster—will be stated by the mustering officer and captain in a note on the muster-roll, and whether subsistence has or has not been furnished in kind for the passage.

32....The amount of money, if any, advanced for clothing, and the value of clothing issued in kind, will be entered in the column for that purpose, and continued on every roll till liquidated; the mustering officer will see that the amount for clothing in kind be properly calculated by the table of cost.

33....If any field or staff officer, or non-commissioned staff officer, shall have been elected or appointed from a lower grade *after* the arrival at the general rendezvous, or after any part of his *term* which has not been paid for, then say, in the column of remarks opposite his name, "Elected (or appointed) at [Baltimore, July 28,] and joined by transfer, from [sergeant] in Captain [John Smith's] company, in which he was enrolled at [Baltimore] the [25th of July]—the distance [125] miles to be paid for as [sergeant.]"—See paragraph 25.

34....The rolls of field and staff will embrace the names of the medical and other officers, including chaplain, appointed by the governor or other authority and assigned to the regiment, with dates of appointments, and, in the column of remarks, when joined for duty. Also the names of adjutant and quartermaster, (who will perform also the duties of commissary of subsistence, if there be none by commission with the regiment,) with the date of staff appointment, and the remarks, as in the preceding paragraph, in relation to when appointed, and his company—if the regiment is artillery—and the rate for distance traveled.

35.... Where no quartermaster or commissary, appointed by competent authority, is present with the regiment, or with one or more companies when detached by legal authority, the colonel or commanding officer will assign a lieutenant to the duty—he will act in both departments with detachments—who will be mustered on field and staff roll for the established extra pay for the time of such service.

36.... The roll on which any person is properly mustered will show by grade, when last paid, and by remarks, everything that is necessary in relation to his pay, &c., without the necessity of referring to any other or previous roll.

CHANGES OF GRADES, PROMOTIONS, REDUCTIONS.

37.... The names of all persons must be among those of the grade (according to relative rank, or if privates, alphabetically) to which they belong at the time of the muster to be made. If a person has been appointed or promoted within the *period* embraced, or since he was last paid, say, in the column of remarks: "Appointed (or elected or promoted, as the case may be) from [private, July 28,]" and if he came from another company, say, "Appointed (or elected, &c.) from [sergeant in Smith's] company [July 28,] and joined by transfer, order of Colonel [Tod.]" If reduced within the time as above, say, "Reduced from [sergeant, July 28,] by sentence of regimental court-martial," or "Reduced from [sergeant, July 28,] by order of Colonel [Tod,]" or otherwise, as may be necessary.

38.... If one man has been appointed or promoted in *place* of another, say, (following the date as above,) "vice [Wood,] resigned, deceased, discharged, transferred, or promoted," as the case may be.

SICK, WOUNDED IN BATTLE, AND IN CONFINEMENT, PRESENT.

39.... For such cases, say "sick," or "wounded in battle of [Palo Alto] and in hospital," or "in confinement," whichever may be proper.

40....The *tours*, by daily detail, of officers and men for guard and other duties *at* camp, will not be regarded on muster-rolls. All such will be reported as *present*. It is desirable, where the service will admit, that those on such duties may be *called off* for muster while their regiments are on parade; and also that the *sick* and *confined*, as far as practicable, be with their companies. This will save much time and greatly facilitate the labor of the mustering officer and captain.

ABSENTEES, HOW ACCOUNTED FOR.

41....All the officers and men not on duty with or subsisted in the company, or if on duty in any staff department in the same camp and not subsisted in the company, or who have been captured by the enemy, must be accounted for accordingly, as by one of the following: "Absent with leave for [twenty] days from [October 12,] order of Colonel [Tod] or of General [Taylor.]" "Absent without leave from [October 12.]" "Absent, wounded in battle of [Palo Alto] and in hospital at [Point Isabel.]" "Absent, sick at [Monterey] from [October 12.]" "Detached service, in quartermaster's department, subsistence department, as hospital steward or attendant, in pioneer party, on escort duty, (or otherwise as the case may be,) at [Matamoras,] from [October 12,] order of Colonel [Tod.]" "Absent, captured by the enemy at [Encarnacion, January 22.]" If any officers or men are absent as prisoners of war at the muster for *discharge*, say opposite their names, (which will occupy the appropriate places in their respective grades,) "Prisoner of war in [Mexico] from [January 22.]"

42....Prisoners of war are entitled to be *in service* and under pay till they are exchanged, and for the time necessary for returning to their homes.

43....When officers or men are on duty, out of their company, in any of the staff departments, (not guards, police, or

fatigue details,) they will be reported on *detached service* in preference to *extra duty*, whether serving in the same camp or not: they are *detached when not subject to the orders of their captain for duty*.


44....In accounting for absentees, &c., give the name of the *place, month, and day* of the month in the order here written, and the *name* of the officer who ordered the duty, or gave the *leave*, following:

ALTERATIONS SINCE LAST MUSTER—GAIN BY RECRUITS,
TRANSFERS, &c.

45....When officers or men join the company by transfer or enrollment, their names will be entered on the ensuing muster-roll in their appropriate places—alphabetically, if privates—with the when, where, and by whom enrolled or engaged (when the service, by agreement, commenced) in the respective columns; and in the column of remarks say, “Joined a recruit [November 10],” or “Joined by transfer from company [B] [November 10] order of Col. [Tod.]”—(See paragraphs 14, 27, 33, 37.)

ALTERATIONS SINCE LAST MUSTER—LOSS BY “DIED, DIS-
CHARGED, DESERTED,” &c.

46....If any men (not officers) have been *killed in battle*, are *missing* after battle, (not supposed to have been captured,) have *died, deserted*, been *discharged* or *transferred*, during the time for which the muster is made, their names will be omitted where they stood previously, and placed at the *bottom* of the rolls in the *order* as above, with a blank line between the last private and the names of those killed, or others, and also between killed, missing died, &c.; which words, “killed in battle,” “missing,” “died,” &c., or such of them as may necessarily be used, will be written on the blank line (in the column of names) above each of the lists of names killed, missing, died, &c. Or if there be

not room on the roll for blank lines, then the words may be written in the marginal column, perpendicularly, on the left of the figures or numbers, in each list. The names of commissioned officers who have so gone out of service will stand in their appropriate places on the next muster-roll, followed by the name of the one, if any, appointed to replace them. The *first* line of each of these lists of men will be filled up complete, with dates, &c., of enrollment and muster, not by reference or dots. In the column of remarks opposite the names of officers and men of this description, say "Killed in battle of [Palo Alto, May 9,]" or "Missing after battle of [Palo Alto] from [May 9,]" or "Died of wounds received in battle of [Palo Alto, at Matamoras, May 12,]" or "Died at [Monterey, October 19,]" or "Missing after battle of [Palo Alto] from [May 9,]" — "Discharged at [Saltillo, December 2,] on certificate of ——— surgeon ———, for ———, contracted or received at ——— in ———, 18—, (while in service, or while in the line of his duty, being engaged in firing a salute, or making a bridge, &c., &c., or by accident when off duty, or in a scuffle, or before enrollment,) by order of [General Taylor.]  Give the disability or cause of discharge, with *date*, *place*, and *manner* of the *contraction* of the *disease* or *injury* very full. Request the surgeon who gives the certificate to do so; as *when*, *where*, and *how* the injury occurred must be fully set forth in all cases, for ordinary disability as well as for pensions; and the captain's certificate and muster-roll will contain the same. Or "Discharged at [Monterey, October 12] with disgrace, for stealing from [Mexicans,] order of General [Taylor]" — "Appointed sergeant major of the regiment, or [1st lieutenant] in [Cone's] company [October 12] and transferred, order of Colonel [Tod.]"

PAY.

47.... When no pay has been received during the *term*, from enrollment, say (across the *two* columns under "Last

paid,") "Pay due from enrollment." If a payment has been made, then say, in the *first* of these columns, by *whom* the last payment was made, as "Major [R. S. Dix]" and in the *second* mention the *last* day which the payment included, as ["October 31,"] or ["November 30,"]—*not* the *first* day of the succeeding month.

48....If balances for pay or distance traveled, prior to last month, be still due, state the facts with dates, distance, and rank or grade then held, in the column of remarks.


BALANCES FOR SUBSISTENCE.

49....As commissioned officers are entitled to *four* or more rations of subsistence, the roll must show, in the columns therefor, whether any, and how many, have been received *in kind* during the term for which the muster is made, or since the last payment, opposite the name of each person. If the *term* of the muster and *time unpaid* correspond, say, in the columns respectively, "All due," or "All due but [31] rations"—state in plain *figures* after the word "but," the number of rations, of each, which have been received in kind for the time embraced. If the *term* of muster and *time* since last payment do not correspond, say, in like manner, "All due from [November 30,]" or "All due from [November 30] but [60] rations." By these data the paymaster will calculate the *balances* due the officers.

50....On the lines of the sergeants, and other men who are entitled to but *one* ration daily, state the balances due to each in *figures*, on every line, according to the number of days they may, *necessarily*, have furnished themselves, or have not been furnished, in any manner, by the United States. When no balance is due say "none," in one or both columns, as the case may require. The object of these two columns is to furnish the data by which the paymaster may calculate the amount due to each person, in money, for the period embraced.

51....Fractional or component parts of rations of subsistence cannot be estimated so as to make a balance of one or more entire rations; nor can any balance for subsistence accrue for any time for which a return may have been made for the company or person, either at company *headquarters* or elsewhere.

STOPPAGES.

53....For any arms and equipments, or other public property, lost through carelessness, or not returned in good order, and to be paid for by the individual, and also for *extra* clothing issued, say, in the column of remarks (*following* all other remarks accounting for the men, changes of grades, &c.,) “Stop for one musket complete, one wiper, one sabre, one cart-ridge-box, &c., &c. Stop for one coat, one jacket, two shirts, one pair stockings, &c., &c.”—whatever is to be charged. The *amount* of the articles lost or issued will *not* be stated by the captain, but by the mustering officer in the column for that purpose.  Stoppages on account of government will have precedence of all others.—(See Tables A and B for cost.)

54....All arms, equipments, and other public property must be charged for unless the *loss* was unavoidable and altogether beyond the control of the man. If loaned and not returned, or left where they should not be, as put into a wagon on the march, or if missing from the tent or other customary place for keeping them, when the man is not, necessarily, absent by order, they must be charged; and if a man is ordered on duty, without arms, away from his tent or quarters, the captain must see that his arms and other property are taken care of, or he himself will be charged with them if lost.—(See same Tables.)

LOSSES OF HORSES OR ARMS OWNED BY INDIVIDUALS, AND FOR WHICH PAYMENT WILL BE CLAIMED OF THE GOVERNMENT ON MUSTER-ROLL OF DISCHARGE.

55....After all the before mentioned *remarks* and *stoppages*, the losses of horses, or of arms, will be stated on the

muster-roll for *discharge*, as "Horse killed in battle," or "Horse died of sickness, of cholera, of bots, in a fit, or from getting cast by his halter; or horse killed by accident, at [Monterey, October 28, 18 ;] man remounted himself [same day] or [November 10, 18 ,] or man not remounted, according to the fact; or horse failed for want of forage, from hard riding on forced march, or on express, and abandoned, or condemned, at [Monterey, October 28, 18 ,] by order of [Colonel Tod;] or horse diseased with glanders, or farcy, and shot, or condemned, at [Monterey, October 28, 18 ,] by order of Colonel Tod;] or horse stolen, strayed, broke loose from camp or other place, strayed from grazing, in the day time or at night, whether guarded, and how, or not, at [Monterey, October 28, 18 .]" In all cases state the exact manner of death or loss, where, and when, the name of the officer who ordered the condemnation or execution, and if the man remounted himself, and when, or if not remounted. If another horse was lost, say "2d horse died," &c., (or otherwise lost) in same manner, as the case may require. The saddle, &c., will be added, if lost, and how.

56....If a man has been without a serviceable horse belonging to himself in consequence of his own neglect, or having disposed of his animal, or not remounted himself after the loss of one, or had the use of a public horse or the company horse of another man, say "Not mounted from [August 4 to September 12.]

57....The loss of private arms and equipments by any of the men (provided they were legally authorized to equip themselves) may be stated, when the loss was unavoidable, and from no fault or carelessness on the part of the man. Name the article, its cost, manner, place, and time of loss. Officers are to furnish themselves, and cannot charge for such articles lost.

58....*Claims* for horses and private arms, lost in the ser-

vice, will be made to the Third Auditor of the Treasury Department at Washington, *after* the expiration of the term; and, consequently, all such losses will be stated on the muster-roll of *discharge only*. But an official and full *record* of all losses will be kept by the captain or other officer in command, and preserved for reference after the discharge of the company.

DISCHARGE AND SUBSTITUTION OF MEN, AND EXCHANGE OF HORSES, FORBIDDEN.

59....After muster into service, or the prescribed enrollment of recruits to fill vacancies, no enlisted man of volunteers or militia shall be discharged before the expiration of his term of enlistment without authority of the War Department, except by sentence of a general court-martial, or on certificates of disability by the commander of the Department, of an army, or army corps, in the field. All substitution or exchange of one man for another is illegal and unauthorized and will bar both bounty and pension, and consequently that and the exchanging or "swapping" of horses which have been mustered into the service is positively forbidden.

MUSTERING OUT AND MUSTER-ROLLS FOR DISCHARGE.

60....The rolls for this purpose will be compared with those of the first muster. All persons on the first rolls, and absent at the final muster, must be accounted for, whether dead, captured, discharged, or otherwise absent; and if the mustering officer, in any particular case, shall have cause to doubt the report entered on the rolls, he shall demand the oath of one or more persons to prove the fact to his satisfaction; further, he shall take care that not more persons of the several ranks be mustered out of service than were mustered in, if there be an excess over the requisition or beyond the law, nor recognize additions or substitutions,

without full satisfaction that the additions or substitutions were regularly made, and at the time reported on the rolls.

....To fulfil the requirements of the act of Congress, approved July 22, 1861, in relation to "*bounty*," three copies of the muster-roll for discharge (*one* for the captain to retain, *one* for the adjutant general of the army, and *one* for the bounty bureau) will contain the names of all the persons who have been borne on the previous muster-rolls from the first, or the one of muster *into* service, and including such, if any, as may have joined the company since that muster, with the appropriate remarks opposite their names, showing when, where, how, and by what authority they joined or were enrolled.

61....The names of all those, except commissioned officers, who have been *killed in battle*, *missing* since a battle, have *died*, *deserted*, been *discharged*, *transferred*, or in any manner *dropped* from the company, during the whole term, will be placed, in the order here mentioned, below the name of the last private present, in the manner, and with remarks, as directed in par. 46, officers and men.

62....All the different *grades*, or *rank*, which any person may have held during the term, will also be noted in the roll of discharge, with dates of changes, in the column of remarks. If the person be in his *second* grade (shown in the third column) at the time of muster, say "Was [private] from enrollment to [September 4, 18 .]" If in his *third* grade, say "Was [private] from enrollment to [Sept. 4;] then [corporal] to [October 31, 18 ;]" or "Was [sergeant] from enrollment to [September 4,] then [private] to [October 31, 18 .]"

63....If the change, either up or down, took place *since* the last payment to the person, and his pay *due* is thereby affected, the remark, or the last part of it, will be "Was [private, &c., &c., &c.,] then appointed, elected, promoted, or reduced, &c., &c., as directed in par. 33.

64....The *two* copies of roll for paymaster will not embrace the names of persons previously dropped from the rolls.

65....But if no payment has been made before the muster for discharge, all the rolls will be alike, and embrace every name from the muster into service, or commencement of the term, with dates, &c., of those joined afterwards, as in par. 24 and 27; then changes of grades as in par. 37; and all necessary remarks. But those killed, died, discharged, &c., will be put at the bottom of the roll, as directed in par. 46 and 61.

66....The *three* rolls for discharge, (for *captain*, *adjutant general*, and *bounty bureau*,) mentioned in par. 60, will contain *two* additional columns, two and three inches wide, (as next page,) to show to *whom*, and to *what place* the soldier wishes to have his *warrant* for bounty addressed.

HORSE EQUIP- MENTS.	WARRANT FOR BOUNTY FOR EACH MAN, HOW TO BE DIRECTED ON THE ENVELOPE.		REMARKS.*
	To whom.	What post office and place.	

* This column, on rolls for *discharge*, should be near a foot wide, for necessary remarks.

67.....These columns will be filled up by the captain, who will consult, seasonably, all the men of his company, and conform strictly, in this respect, to their wishes.

68.....In all cases of casual discharge or death, under circumstances which entitle to bounty, the address as above, or late place of residence of the men deceased, will be given by the captain in a note at the bottom of his next roll for periodical payment, repeated, of course, on the roll for discharge. And the addresses thus entered on the rolls shall be read to the men present, in the hearing of the mustering officer, that his signature may authenticate also their wishes in that respect.

ORDER IN WHICH REMARKS WILL BE MADE.

69.....Make the *remarks*, such as any case may require, in the following order of precedence: "Joined," when, how, as in par. 27, 45; "Appointed, promoted, or reduced," as par. 37; "Sick or confined," as par. 39; "Detached service," as par. 41; "Back pay due," as par. 48; "Stop for extra clothing or arms lost," as par. 53; "*Claim* for horse or private arms lost," as par. 55, 57.

ARMS AND OTHER PUBLIC PROPERTY—HOW RECEIVED, ACCOUNTED FOR, AND RETURNED.

70.....All arms, clothing, camp equipage, and other public property will be issued on requisitions made by the colonels of regiments, duly approved, and a register will be kept at regimental headquarters of all property so received, from whom received, and to whom (in the regiment) reissued. And all officers of the army who make such issues will make *report* thereof at the time, or in season, for the ensuing muster for payment or discharge, to the inspector general or commanding general where the regiment may be serving, to be verified by the invoices and register of property received

at regimental headquarters, to the end that mustering officers, for periodical payments or discharge, may cause the necessary stoppages to be made on the muster-rolls. These stoppages will include all arms and equipments furnished to commissioned officers for their personal use.

71.....Arms, equipments, camp equipage, &c., which are furnished for public use during the term or campaign, must be redelivered before the muster for discharge, and receipts therefor shown or accounted for by the decision of a board of survey, legally convened, as having been worn out in service, or lost, while in public use, by unavoidable accident, without any fault or negligence by him who had the property in charge. All deficiencies will be charged to the individual who had the property in use. Captains and other officers are responsible for the public property, such as arms, equipments, camp equipage, &c., issued to and in use by their men, to see that the articles are well preserved and returned or accounted for as above mentioned.

72.....Therefore, preparatory to the muster for discharge, the officers who have had public property in their charge will make returns (in tabular form) of arms and equipments; of quartermaster's stores; of commissary's supplies; of medical supplies and surgical instruments; of clothing, (each department separate,) showing the amount or quantity *received*—to be verified by the register at regimental headquarters—to be accounted for either by issues or receipts from officers; issues of clothing to the men and *charged* on the muster-rolls; expended or worn out, or lost by unavoidable accident, and in what manner; and remaining on hand then, to be delivered. These returns must be authenticated before the mustering officer, by oath, and any deficiency of property, not satisfactorily accounted for, will be charged to the officer on the muster-rolls.

73.....What is said of *captain* or *company* will apply to

colonel or other officer having a muster-roll to make, in relation to men and property.

74....The year (as "18 ") need not be given in the column of remarks in relation to changes of rank, men joined, on detached service, and other circumstances, which may have occurred within the period for which the muster is made (mentioned always in the caption) unless the same months for different years are embraced, or more than twelve months included in the period.

75....Officers will conform strictly to the foregoing instructions, and be particularly careful to confine every word and remark to its *appropriate* column. Indebtedness, if any, of the troops to the State by which furnished will be charged on the muster-out roll.

76....Every officer and soldier present and in camp should be on parade with his company for muster, those on guard and in confinement, and, as far as practicable, the sick included. This will save much time to the mustering officer and others in the despatch of the important duties of the day, as every man must be *seen* by the mustering officer. Application should be made to the commanding officer, seasonably, to give the necessary orders to have the duty men, &c., join their respective regiments when they parade; to return to their places as soon as they answer to their names.—(See paragraph 40.)

77....The acts of Congress approved August 5, 1861, and July 5, 1862, appropriate certain sums of money for "*collecting, drilling, and organizing volunteers.*" Under this head the adjutant general of the army will furnish transportation and subsistence until the organization of the regiment—or company, if an independent one—is completed, and the said force mustered into the United States service by the regularly appointed mustering officer of the State or

district. Accounts for expenditures will be rendered to the adjutant general.

After "*muster into service*" the troops will be supplied and transported by the administrative departments, and accounts rendered accordingly.

"The attention of officers supplying subsistence to volunteers in the process of their organization into companies and regiments, both prior and subsequent to muster, is called to the exorbitant prices demanded and paid for this object. Rations in kind will hereafter be issued whenever cooking facilities can be furnished to the troops, whether in squads or in larger bodies. If the rations cannot be contracted for at a reasonable rate, subsistence will be procured in bulk, and *issued* to the volunteers. In no case should the cost of the ration, uncooked, exceed nineteen cents, and at most of the points in the western States it should not exceed fourteen cents. When cooking facilities cannot be furnished, contracts for the rations, cooked, may be made at reasonable rates, and the necessity for the same must be clearly stated on the accounts. When board and lodging are necessary, the prices for each should be stated, and the aggregate cost of both must not exceed forty cents per day."

"Transportation will be at the rate of two cents per mile for railroad travel, and at the current rates for stage and steamboat fare."

80....Whenever volunteers, or militia, are mustered for final discharge, on the expiration of their term of service, *a discharge will be furnished for each officer and soldier, whether present or absent.*—(See form C.)

....The blanks for these must be filled with great care and neatness, and signed (at the left hand) by the colonel for the field and staff, by the captains for their respective companies, and by the mustering officer, all officially, and by the mustering officer returned to the colonel and captains for delivery to the individuals.—(See *form* following table B.)

81....Where troops are mustered out of service final statements must not be given. The *muster-out rolls take the place of* final statements in such cases.

OF MUSTERING A REGIMENT OR OTHER FORCE INTO SERVICE.

82....An officer who is appointed to make a muster of any force into the service of the United States, on arriving at the place designated in his instructions, will, if the name of the commander and captains be not given in his order, ascertain from the proper authority who the commanders of the regiment and companies are to be: this information is generally obtained from the executive of the State. And he must be satisfied that the whole number of companies for the designated command are present, or on their way there, with organization complete, unless otherwise directed, before he commences the muster.

ORGANIZATIONS.

83. The following is the organization of regiments and companies of the volunteer army of the United States:

1. REGIMENT OF INFANTRY—*ten companies.*

1 Colonel.	2 Assistant Surgeons.
1 Lieutenant Colonel.	1 Chaplain.
1 Major.	1 Sergeant Major.
1 Adjutant (an extra Lieutenant.)	1 Regimental Quartermaster Sergeant.
1 Quartermaster (an extra Lieutenant.)	1 Regimental Commissary Sergeant.
1 Surgeon.	1 Hospital Steward.

Company of Infantry.

1 Captain.	4 Sergeants.
1 First Lieutenant.	8 Corporals.
1 Second Lieutenant.	2 Musicians.
1 First Sergeant.	1 Wagoner.
And {	64 Privates—minimum.
	82 Privates—maximum.

2. REGIMENT OF CAVALRY—*twelve companies or troops.*

1 Colonel.	1 Regimental Commissary
1 Lieutenant Colonel.	(an extra Lieutenant.)
3 Majors.	1 Chaplain.
1 Surgeon.	1 Sergeant Major.
1 Assistant Surgeon.	1 Quartermaster Sergeant.
1 Regimental Adjutant (an extra Lieutenant.)	1 Commissary Sergeant.
	2 Hospital Stewards.
1 Regimental Quartermaster (an extra Lieutenant.)	1 Saddler Sergeant.
	1 Chief Farrier or Blacksmith.

Company or troop of Cavalry.

1 Captain.	5 Sergeants.
1 First Lieutenant.	8 Corporals.
1 Second Lieutenant.	2 Teamsters.
1 First Sergeant.	2 Farriers or Blacksmiths.
1 Quartermaster Sergeant.	1 Saddler.
1 Commissary Sergeant.	1 Wagoner, and
	78 Privates.

There being no bands now allowed, the chief trumpeter authorized by law will not be mustered into service. If any have been so mustered, they will, upon receipt of this order, be mustered out.

The law does not authorize *musicians for companies*. To remedy this defect, two musicians may be enlisted for each company. *They will be rated and paid as privates.*

3. REGIMENT OF ARTILLERY—*Twelve batteries.*

1 Colonel.	1 Quartermaster (not an extra
1 Lieutenant Colonel.	Lieutenant.)
1 Major for every four bat- teries.	1 Chaplain.
	1 Sergeant Major.
1 Adjutant (not an extra	1 Quartermaster Sergeant.
Lieutenant.)	1 Commissary Sergeant.
	1 Hospital Steward.

Battery of Artillery.

1 Captain.	4 Sergeants.
1 First Lieutenant.	8 Corporals.
1 Second Lieutenant.	2 Musicians.
1 First Sergeant.	2 Artificers.
1 Quartermaster Sergeant.	1 Wagoner, and
	122 Privates.

To the above organization of a battery one first and one second lieutenant, two sergeants, and four corporals may be added, at the President's discretion.

The field officers, chaplain, and regimental staff (commissioned and non-commissioned) will not be mustered or received into service without special authority from the War Department. As a general rule, artillery will be called for and received by batteries, thus rendering the field and staff unnecessary.

84. . . . Chaplains must meet the requirements of section 8 of the act of July 17, 1862, as follows:

“No person shall be appointed a chaplain in the United States army who is not a regularly ordained minister of some religious denomination, and who does not present testimonials of his present good standing as such a minister, with a recommendation for his appointment as an army chaplain from some authorized ecclesiastical body, or not less than five accredited ministers belonging to said religious denomination.”

After chaplains are appointed, under section 9 of the act of July 22, 1861, they must be mustered into service by an officer of the regular army, and thereafter borne on the field and staff roll of the regiment.

Mustering officers, before mustering chaplains into service, will require from them a copy of the proceedings on which the appointment is based. The said copy, if found conformable to the requirements of the law, will be indorsed by the mustering officer, and by him forwarded to the Adjutant General's office for file, with the muster-in roll.

85....No commissioned officer or enlisted man, of any grade, in excess of the legal organization, will be recognized. And any commander who may acknowledge or receive, as in service, any such officer or enlisted man, will be brought to trial for neglect of duty and disobedience of orders. No person acting in the capacity of a supernumerary will, under any circumstances, be permitted to receive pay and allowances from the government; and paymasters making payment to such supernumeraries will be held individually accountable for amounts so paid.

86....All musters into and out of service must be made by an officer of the regular army, unless otherwise specially directed by the Secretary of War, through the Adjutant General's office.

Enlisted men can be mustered from date of enrollment. When the men of a company have been mustered by more than one officer, the fact must be stated on the muster-rolls, opposite their names, "by whom mustered," and these rolls must be signed by each of the mustering officers.

When one-half a company has been mustered into service, the 1st lieutenant thereof can be mustered in, and when the organization of the company is completed, the captain and 2d lieutenant can be mustered.

No officers of the general staff will be mustered into ser-

vice without special authority from the War Department, through the Adjutant General.

Field and staff officers of regiments can be mustered into service upon the completion of the organization of regiment or companies, as follows:

INFANTRY.

Colonel and chaplain—entire regiment.

Lieutenant colonel—four companies.

Major—six companies.

CAVALRY.

Colonel and chaplain—entire regiment.

Lieutenant colonel—six companies.

Majors—one for every four companies.

ARTILLERY.

Colonel and chaplain—entire regiment.

Lieutenant colonel—six companies.

Majors—one for every four batteries.

For the respective arms, the governors of the several States may, at any time during the organization of a volunteer regiment, authorize the adjutant, quartermaster, and, when absolutely necessary, the medical officers thereof to be mustered into service, to aid in recruiting the regiment, and for the prompt transaction of all other public business. *The non-commissioned staff will in no case be mustered in till the regiment is complete.*

After a regiment has been mustered into service no commissioned officer will be mustered in before producing a commission from the governor of his State. After the commission has been exhibited the mustering officer will satisfy himself that a vacancy exists, in which case only can he make the muster.

The muster-in-roll must show, over the certificate of the mustering officer, that the vacancy existed, and how it occurred. For example, if the vacancy resulted from death, the remark will be, "vice Captain A. S. Cole, deceased;"

past, holding the bridle rein by the end, out of the martingale, and moving in a quick walk, so as to show the natural gait of both man and horse.

101....By this manner of inspecting a company may be examined in about half an hour; and the officers will be able to judge with great accuracy by the close observance of a man's size, figure, motions, hands, eyes, and general appearance, all which must be scrutinized, whether he will *pass muster*. The examination of a company naked, with the inconvenience generally felt at such places by the want of suitable buildings, would require two or three hours.

102....The captain and other officers, and, indeed, every man, are obligated to inform each other and the inspecting officers, when making up the company and at the muster, of any concealed or known lameness, defect, or disease in any one of the company; and the officers who enrolled the company will be held to refund the amount of pay and clothing furnished to any man who may be discharged, or found to be unfit for service, within three months from the muster into service, in consequence of any rupture, defect, or disease, unless he can show to the commanding general that the cause of unfitness occurred *after* the muster, not before.

103...When all the men have been called and accepted, the mustering officer, accompanied by the captain, will count the number in each grade, and see that they correspond with the number of names on the list, and agree with the prescribed organization.

104...The mustering officer will then cause the company to take the oath of allegiance contained in the 10th article of the *Rules and Articles of War*, this being proper to insure subordination and faithful service on the part of the men, who have, by enrollment and muster as volunteers, enlisted in the service of the United States. It is not absolutely necessary, but proper, that the oath be administered, as the men are fully bound to the service by

the act of *mustering*. The *substance* of the oath may be mentioned beforehand if required; it must be administered by an officer of the regular army or a civil magistrate, preferably the former. The company, officers included, will be directed to uncover their heads and hold up their right hands, and then, in a loud and very distinct, impressive manner, the following will be administered:—(See also article 97.)

105...“All and each of you do solemnly swear (or affirm, as the case may be) that you will bear true allegiance to the United States of America, and that you will serve them honestly and faithfully against all their enemies or opposers whatsoever, and observe and obey the orders of the President of the United States and the orders of the officers appointed over you according to the Rules and Articles for the government of the armies of the United States: so help you God.”

The above oath having been administered, the mustering officer will form the officers in a body, and administer to them the following, in addition:

“All and each of you do solemnly swear (or affirm) that you have never voluntarily borne arms against the United States since you have been citizens thereof; that you have voluntarily given no aid, countenance, counsel, or encouragement to persons engaged in armed hostility thereto; that you have neither sought nor accepted, nor attempted to exercise, the functions of any office whatever under any authority or pretended authority in hostility to the United States; that you have not yielded a voluntary support to any pretended government, authority, power, or constitution within the United States, hostile or inimical thereto. And you do further swear (or affirm) that, to the best of your knowledge and ability, you will support and defend the Constitution of the United States against all enemies, foreign and domestic; that you will bear true faith and allegiance to the same; that you take this obligation freely, without any mental reservation or purpose of evasion; and that you will

if from resignation, "vice Lieutenant Thomas Stone, resigned."

87....When volunteers are to be mustered into the service of the United States, they will be minutely examined by the surgeon and assistant surgeon of the regiment, to ascertain whether they have the physical qualifications necessary for the military service. And in case any individual shall be discharged within three months after entering the service for a disability which existed at that time, he shall receive neither pay nor allowances except subsistence and transportation to his home. The certificate given by the surgeon will, in all cases, state whether the disability existed prior to the date of muster, or was contracted after it.

If there be no medical officers, duly appointed, present, the mustering officer, on consultation with the colonel or other gentleman of respectability, will select and engage the services of one or more physicians having diplomas and of well-established capacities and character, to assist him in inspecting the officers and men to be mustered, and to attend upon and accompany the troops on their march till relieved by others regularly appointed. They will be borne on the muster-roll of field and staff as *acting* surgeon and assistant surgeon, (not embraced in recapitulation,) with dates and place of commencement of service, and, in the column of remarks, say "Engaged at [Baltimore, July 25] by mustering officer, with approval of the colonel, to serve as acting surgeon (or assistant surgeon) in the regiment temporarily, and provisionally mustered at the rate of pay and allowances of that grade while serving and for the distance from place of discharge to his home, or the place of general rendezvous."

88....Captains will have a roll or list of their companies in the order of rank in every grade, the privates alphabetically, (by the surname,) and all of the same name together,

as Smith, John Smith, John R., &c., written in a plain hand, the *first* christian name at full length, and every name *accurately spelled*; and they will form the company in the same order from right to left in *two* ranks, if it be *foot*, the commissioned officers on the right, then the sergeants, next the corporals, the musicians, privates, with an interval of a pace between the different grades, so that they may be easily distinguished and the number in each counted.

89.... The mustering officer, accompanied by the captain and surgeon, will make a cursory examination from right to left, and verify the numbers; and there should always be an excess of privates to supply the place of men rejected. *He will be careful that men from one company or detachment are not borrowed for the occasion, to swell the ranks of others about to be mustered.** No volunteer will be mustered into the service who is unable to speak the English language.— (For exceptions see par. 3, G. O. A. G. O., 1861.)

90.... If the company be of a mounted corps the men will be on horseback, in *one* rank, and the officer will examine the horses in front and rear to see that they are of suitable size, age, health, and condition, and, if necessary, he will require them to be moved out of the rank for inspection. No horse under five, nor over nine, years old should be received.

In addition to the usual examination of officers and men, a test of horsemanship must be made under the direction of the mustering officer; and no person shall be mustered into the cavalry service who does not exhibit good horsemanship and a practical knowledge of the ordinary care and treatment of horses.

* To this end the mustering officer will, at the conclusion of the muster of each battalion or regiment, (whether mustered by companies or not,) cause the entire force to be paraded for inspection; and in case any deception or fraud is discovered to have been practiced, he will immediately report the fact to the Adjutant General, that the guilty parties may be disbanded.

91....Large *pony* horses, and sometimes large mules, may be received, but their acceptance will depend on the nature of the contemplated service and the *feed* to be used, as marching service in a section of country destitute of grain—not where *manœuvring* is expected.

92....If the mustering officer be not a good judge of horses in the qualities mentioned, he must obtain the services of some disinterested person who is, for much will depend on the efficiency of the animals.

93....The horse equipments will consist of a saddle, saddle blanket, double rein bridle with curb bit, martingale, and tie rope or halter, and all strong and fitting.

94....Volunteers and militia are not to be less than *eighteen* nor more than *forty-five* years of age. Some exceptions may be admissible, for *over* age, in commissioned officers, provided they be *physically* robust and active, and in all other respects well qualified; but in this the mustering officer must exercise a sound and rigid judgment.

95....If there be any doubt about the age of a person, ask any of the following questions: "How old are you? Are you eighteen? (or) Are you under forty-five? How do you know your age? In what year were you born? Did you ever see the register of your birth, and in what and when? Who told you the year of your birth, and when were you told? Will you take an *oath* that, to the *best* of your *knowledge* and *belief*, you are *eighteen*, or not over *forty-five*, years old?" And then administer the oath accordingly: "You swear that, to the best of your knowledge and belief, you are eighteen (or not over forty-five) years old: so help you God."

96....All officers and men must be sound and active, free from all malformation, defects of sight, hearing, ulcers, piles, rupture, fracture, dislocation, and disease of any kind. But the lack of or defect in the *left* eye, or slight injury of the *left* hand, will not reject the man. Stammerers must not be received. But all men who are enrolled

and have performed duty in the organized militia will be received.

97....The company, being in line, will be faced to the right. The mustering officer, accompanied by the surgeon, after inspecting and accepting the captain and lieutenants, will place himself about a dozen paces from, and nearly in front of, the 1st sergeant, with the captain near him on his right, to call the names. One of the 2d lieutenants will place himself by the left of the 1st sergeant, with directions to keep the right, now front, file of the company (not called) closed up to his front, and to see that each man, when his name is called, answers "*Here,*" in a tone to be heard distinctly by the mustering officer. And every man must be *called* by, and *answer personally* to, his *legal* name; any *other* will vitiate his title to bounty and pension.

98....At the instant of answering the man will step off briskly, in a natural gait, his hands, without gloves on, hanging in an easy, traveling position, to and in front of the mustering officer and surgeon, who will, in most cases, be able to discover, while the man is approaching and passing, whether he is sound, and suitable for service. If the man be accepted he will pass on and join the 1st lieutenant, who will form the company in the same order as before, see that the rear rank men cover those in front, and intervals preserved between the grades, so that the number in each may be easily distinguished and counted.

99....If the mustering officer and surgeon are not satisfied to receive a man by his appearance and movement in walking past, they will direct him to stop for a more critical examination, and, if necessary, require him to strip at some convenient place, when the others shall have been called. Those rejected will be turned off, and their names marked out of the list; and they must not be suffered to join any other company.

100....If the company be of a mounted corps the officers and men will be required to dismount and *lead* their horses

well and faithfully discharge the duties of the offices on which you are about to enter: so help you God."

106. . . The Rules and Articles of War will then be read to the company by the captain, or under his superintendence, as also paragraph 1645 of Army Regulations, and read again, in like manner, semi-annually, on the last days of December and June. And on the muster-rolls for pay, and those of muster *into* service, the captain will certify that the rules have been read as here directed.

APPRIZAL OF HORSES AND HORSE EQUIPMENTS.

107. . . The mustering officer and captains of companies will select three respectable and impartial men, good judges of the value of horses, and not members of any company, nor owning or having interest in any horse therein, to appraise the horses and horse equipments. The valuation will be the *fair cash price* at the place and time what the judges would be willing to give were they purchasing for themselves. And the assessed value for horses and horse equipments—the two separate—will be put on the muster-roll opposite the owners' names, and the appraisers, being sworn by the mustering officers, will sign the certificate for that purpose on the roll of muster into service. And the valuation will be continued on the subsequent rolls.

108. . . Every officer and man should be the owner of the horse in his use: no officer or other person belonging to the command (company or regiment) can be the owner of, or in any manner have interest in, the horse in use by another.

109. . . So soon as the muster is completed the fact will be reported to the Adjutant General of the Army. Notice will be given when the troops will be equipped and ready to march. If arms, equipments, clothing, &c., have not been required for, the mustering officer will promptly submit the necessary requisitions to the respective departments concerned.

MUSTERING IN AND OUT IN THE FIELD.

110. . . Only* officers of the Regular Army (including Additional Aides-de-Camp appointed by the President, under the act approved August 5, 1861,) will be detailed to muster into and out of the service of the United States, and no officer will make these musters unless detailed to do so by competent authority

111. . . Mustering officers for troops in the field will be detailed (under paragraph 110) by the Corps or Department Commander, as follows:

For each Corps or Department, one officer, to be called the Commissary of Musters for that Corps or Department, and two enlisted men for clerks in his office, at Corps or Department Headquarters. All rolls and communications sent to and from the officers detailed on this service, in any Corps or Department, will be through the Commissary of Musters for that Corps, who will exercise a supervision over the whole subject of musters for the Corps or Department to which he belongs.

For each Division, one officer, to be called an Assistant Commissary of Musters for that Division, who will make all musters into and out of the service of the United States for his Division, and see that all officers of his Division are properly mustered into or out of the service of the United States, as the circumstances of the case may require; he will also be prepared to give such information on the subject of muster and muster-rolls as may be required by those serving in the Division. He will also provide himself with blanks, by application to the Commissary of Musters of his Corps or Department. One enlisted man will be detailed by the Division Commander as clerk in his office. Commissaries of Musters, and their Assistants, will be furnished with such stationery as they may require by the Quarter-

* Exception in cases of necessity will be made upon application to the Adjutant General, Washington, D. C.

master's Department, upon their requisitions, approved by the Corps, Department, or Division Commander, as the case may be.

As soon as the Commissaries and Assistants are detailed as herein directed, their names will be reported to the Adjutant General of the Army.

112... Each Assistant Commissary of Musters will make a daily report to the Commissary of Musters for his Corps or Department of all the musters made by him since his last report, forwarding with this report three copies of the muster-in and four of the muster-out rolls, in every case, as vouchers to his report.

These rolls and reports will be corrected and consolidated by the Commissary of Musters, who will also add his own report of such musters as he may have made himself, and forward it, with one copy of the muster-in and muster-out rolls, in each case, direct to the Adjutant General, Washington, D. C. The Commissary of Musters will dispose of the other copies of the rolls as prescribed in the directions printed on the blanks for muster-in and out rolls.

113... Commanders of Corps or Departments will see that each Regiment, Independent Company, etc., is assigned to some one of the Assistant Commissaries of Musters under their command. The Commissaries of Musters will be responsible to the Adjutant General of the Army for the correctness of the musters and muster rolls in their Corps, and no officer shall be mustered in, or out, except by a Commissary or Assistant Commissary of Musters to whom the command to which he belongs has been assigned.

114... No officer or enlisted man of volunteers is properly in the service of the United States, or authorized to receive pay, until mustered in by the proper officer; and no officer is properly out of service until discharged in Orders, or mustered out by the proper officer. One copy of the rolls or order in each case must be forwarded to the Adjutant General's Office.

115. . . Commissaries and Assistant Commissaries of Musters, having been once detailed, will not be relieved from this duty, or transferred to another Division, Department, or Corps, without authority from the Adjutant General's Office.

116. . . Commanders of Departments, Corps, and Divisions, will exercise such supervision over the musters as they may think necessary for a prompt and efficient performance of this service.

117. . . The following rules will be observed in all musters-in or out:

1st. An officer must present his commission, or appointment, from the Governor of the State to which the regiment or organization, into which he desires to be mustered, belongs.

2d. The Mustering Officer must ascertain from the records of the regiment, or organization, such as muster rolls, monthly returns, and morning reports, that a vacancy exists.

3d. If an officer has been commissioned, as above, and a vacancy exists, and he is physically fitted for duty, he may be mustered into the service of the United States, from the date on which the muster-in actually takes place.

4th. No muster-in shall be dated back without authority from the Adjutant General, except upon proof that it could not have been made at an earlier date, which proof shall consist of the affidavit of the officer, accompanied by that of his Regimental or Detachment Commander, setting forth that he has made all proper efforts to have himself mustered in, but without success, before the time at which he now presents himself. These affidavits must be attached to the copy of the muster-in roll intended for the Adjutant General.

5th. No officer shall be mustered in to date back beyond the time that he has actually been performing the duties of

the grade into which he desires to be mustered, nor beyond the time at which a vacancy is proved to have existed by the regimental or company records. If on the muster and pay rolls the applicant appears mustered for pay in one grade, he cannot be mustered into the service, to cover the same period, as of any other. (See also bottom of page 28.)

6th. Musters into the new and out of the old grade must be made for each appointment of a commissioned officer, as well as when enlisted men are appointed commissioned officers. A discharge in Orders, or by order of the proper authority, is in all cases a muster-out of the service of the United States, and no muster-out rolls will be furnished in such cases.

7th. Musters-in and out must be made on separate rolls, and a separate roll must be made for each grade. Officers or enlisted men of different companies or regiments, must not be mustered in, or out, on the same rolls.

8th. A muster once made will in no case be altered, except by authority from the Adjutant General of the Army, and all applications for alterations must pass through the mustering officer, if possible.

9th. Troops organizing in their respective States—including recruits for regiments in the field—and those organized, and not in the field, will be mustered by the duly appointed mustering officers for the States. Such officers have no authority to muster commissioned officers belonging to organizations which have left the State.

10th. Enlisted men having received commissions or appointments, will not be mustered in as commissioned officers until they shall have been discharged as soldiers by the Department or Corps Commander.

GENERAL DIRECTIONS.

118...Mustering officers for the different States to muster-in new troops will be detailed from the Adjutant General's Office.

119... No person will be taken up on any muster-rolls as an officer, of any grade, until mustered into the service of the United States as such, in that grade, whether he be commissioned by the Governor or not, unless he be appointed or commissioned by the President. Paymasters will observe, and report, all violations of this paragraph.

120... The commissioned officers of all volunteer organizations, no matter whether established under the authority of a State or of the United States, will be regarded as having been commissioned on the day when their muster into the service of the United States takes effect, and will take rank in their respective grades, will be entitled to pay, and be obeyed and respected in their several positions from that date.

121... Mustering officers will muster into service and administer the oath of allegiance to such regiments or recruits brought to them, as may present conclusive evidence of their acceptance by the War Department.

122... The attention of mustering officers, commissaries and assistant commissaries of musters, is called to the instructions from the Ordnance Department in regard to the ordnance responsibility of officers mustered out.

[illegible]

MUSTER-IN ROLL—Continued.

No. of each grade.	NAMES. Present and Absent. (Privates in alpha- betical order.)	RANK.	AGE.	JOINED FOR DUTY AND ENROLLED.				TRAVELING.			VALUATION, IN DOLLARS, OF—		1. Every man whose name is on this roll <i>must</i> be accounted for on the next mus- ter-roll. 2. The exchange of men by <i>substitution</i> , and the exchang- ing, swapping, or loaning of horses <i>after</i> mus- ter into service, are <i>strictly for- bidden</i> .	
				When.	Where.	By whom en- rolled.	Period.	To place of rendezvous, No. of miles.	From place of discharge home, No. of miles.	Horses.	Horse equip- ments.			
														REMARKS.
<p>I CERTIFY, ON HONOR, That this Muster-roll ex- hibits the true state of Captain _____ Company of the _____, for the period herein mentioned; that each man answers to his own proper name in per- son; and that the remarks set opposite the name of each officer and soldier are accurate and just.</p> <p>_____ _____ Commanding Company.</p> <p>Date: _____ Station: _____</p>				<p>WE CERTIFY, ON OATH, That the figures opposite the names on this Roll, for valuation of horses and horse equipments, repre- sent and show the true cash value of the horses and equipments of the men, respectively, at the place of enrollment, ac- cording to our honest, im- partial judgment.</p> <p>_____ _____ _____ } Appraisers.</p> <p>Sworn to and subscribed before _____ _____ Mustering Officer.</p> <p>Date: _____ Station: _____</p>				<p>I CERTIFY, ON HONOR, That I have carefully ex- amined the men whose names are borne on this Roll, their horses and equip- ments, and have accepted them into the service of the United States for the term of _____ from this _____ day of _____, 186—.</p> <p>_____ _____ Mustering Officer.</p> <p>Date: _____ Station: _____</p>						

DIRECTIONS TO MUSTERING OFFICER.

The Mustering Officer will see that *four* copies of this Roll are made, three of which he will retain; the fourth will be retained by the *Company Commander*, or, in case of Field and Staff, and officers and men mustered into service separately or in squads, by the *Senior Officer, Non-commissioned, or the Private standing first on the list of persons so mustered in*, to be handed by him to the person who musters them or him at his next muster, that the new Muster-rolls may be properly made out. The Mustering Officer will dispose of the three copies retained by him as follows: He will send one to the Adjutant General of the Army, one to the Paymaster General of the Army, and one to the Adjutant General of the State to which the troops belong. These will be sent as soon as possible after the muster-in.

MUSTER-OUT ROLL—Continued.

PAID.	To what time.	TRAVELING.		SUBSISTENCE AND FORAGE, FURNISHED BY THEMSELVES SINCE THE MUSTER INTO SERVICE.		AMOUNT FOR CLOTHING IN KIND OR IN MONEY ADVANCED.		VALUE OF EQUIPMENTS, ARMS, &c., RECEIVED FROM THE UNITED STATES, TO BE PAID FOR IF LOST OR DESTROYED.		VALUATION IN DOLLARS OF—
		To place of rendezvous, No. of miles.	From place of discharge home, No. of miles.	Subsistence.	Forage.	Dolls.	Cts.	Dolls.	Cts.	
				No. days.	No. days.					Horses.

DETACHMENT.

Present and Absent.....

{ By Enrollment.....
 { By Transfer.....
 { From Desertion.....
 { Expiration of service..
 { For Disability.....
 No. Transferred.....
 No. Died.....
 No. of Desertions.....

Captain.	
1st Lieutenant.	
2d Lieutenants.	
Sergeants.	
Corporals.	
Buglers.	
Drummers.	
Fifers.	
Farriers & Bk'sm.	
Artificers.	
Privates.	
Total.	
Aggregate.	
Total last muster.	

DIRECTIONS TO OFFICERS.

The Mustering Officer will be retained by the commanding officer, or in case of his absence, by the senior officer, or Private Secretary, or by the Mustering Officer. One will be sent to the Bureau of the Army, "Bounty Bureau," and two to the commanding officer, whom the troops

MUSTER-OUT ROLL of Captain _____, Company, [—,] in the _____ Regiment of _____ Volunteers, commanded by Colonel _____, called into the service of the United States by _____, at _____, (the place of general rendezvous,) on the _____ day of _____, 186—, to serve for the term of _____, from the date of enrollment, unless sooner discharged; from the _____ day of _____, 186—, (when _____,) to the _____ day of _____, 186—, _____. The Company was organized by Capt. _____, at _____, in the month of _____, 186—, and marched thence to _____, where it arrived the _____ of _____, a distance of _____ miles.

NUMBER OF EACH GRADE.	NAMES. PRESENT AND ABSENT. (Privates in alphabetical order—the first christian name to be written full length.)	RANK.	AGE.	JOINED FOR SERVICE AND ENROLLED AT GENERAL RENDEZVOUS— COMMENCEMENT OF FIRST PAYMENT BY TIME.				MUSTERED INTO SERVICE.			LAST PAID.		TRAVELING. To place of rendezvous, No. of miles. From place of discharge home, No. of miles.	SUBSISTENCE AND FORAGE, FURNISHED BY THEMSELVES SINCE THE MUSTER INTO SERVICE.		AMOUNT FOR CLOTHING IN KIND, OR IN MONEY ADVANCED.		VALUE OF EQUIPMENTS, ARMS, &c., RECEIVED FROM THE UNITED STATES, TO BE PAID FOR IF LOST OR DESTROYED.		VALUATION, IN DOLLARS, OF—	
				When.	Where.	By whom.	Period.	When.	Where.	By whom.	By Paymaster.	To what time.		Subsistence.	Forage.	Dolls.	Cts.	Dolls.	Cts.	Horses.	Horse equipments.

- 1..Under the head of REMARKS the date of an officer or soldier's joining from any absence; the date of an officer's assuming, or being relieved, from any command or special duty; the description of any special, extra, or daily duty, on which officers or soldiers may be; all changes of rank, by promotion, appointment, or reduction, with date of same; all authorized stoppages, fines, sentences, with No., date, &c., of order, &c.; in case of ABSENCE, its nature and commencement, No., date, &c., of order, and period assigned for same (to be repeated on every roll while it lasts;) if wounded in battle, or injured on duty,—if sick, or confined, a remark to that effect, &c., &c.—must be carefully stated opposite to the name of the person concerned, with everything else necessary, either to account fully for every individual of the company,—to guide the paymaster, or ensure justice to the soldier, and to the United States.
- 2..All articles which are to be paid for will be stated by the captain opposite to the name of the soldier.
- 3..Every man whose name is on previous rolls must be accounted for on this one. The exchange of men by substitution, and the exchanging, swapping, or loaning of horses, after muster into service, are strictly forbidden.

REMARKS.

MUSTER-OUT ROLL—Continued.

[illegible]

TION,
ARS,Horse equip-
ments.

- 4..The list of those *still belonging to the company*, will be immediately followed by that of *all* the officers and soldiers, who, since the first muster into service, *have ceased to belong to it*. These will be classed in the following order, viz: *Discharged, Transferred, Died, Deserted*; and the *utmost particularity* will be observed in the *remarks* concerning them—*Date* and *place* will, *in every case*, be given; and *No., date, &c., of orders, or description of authority*, be always carefully specified. Soldiers who have deserted, *and been retaken*, since last muster, have their place in *both* of the above lists.
- 5..*Actions* in which the company has been engaged, *scouts, marches, changes of station*, everything of interest, relating to the *discipline, efficiency, or service* of the company, will be carefully noted, with *date, place, &c.*

REMARKS.

TO MUSTERING
CERS.

Officer will see that Roll are made out, will retain, the fifth the Company Com- of Field and Staff ten mustered out of or in squads, by the 1-commissioned Offi- anding first on the mustered out. The will dispose of the d by him, as follows: the Adjutant Gen- y, and one to the , Washington, D. the Paymaster by are to be paid.

I CERTIFY, ON HONOR, that this Muster Roll exhibits the true state of Capt. _____ company of the _____ for the period herein mentioned; that each man answers to his own proper name in person; that the remarks set opposite the name of each officer and soldier are accurate and just, and that the valuation of all horses and horse equipments since the muster into service, was made by disinterested and good judges, and at fair and just rates.

_____,
Comm'dg the Company.

I CERTIFY, ON HONOR, that I have at _____, on this _____ day of _____, 186____, carefully examined this Roll, and, as far as practicable, caused the allowances, stoppages, and remarks to be justly and properly stated; and mustered the company for discharge; and it is hereby *honorably* discharged from the service of the United States.

_____,
Mustering Officer.

MUSTER { Date: _____,
Station: _____.

TO ALL WHOM IT MAY CONCERN:

[Coat of Arms.]

KNOW YE, That _____, a _____ of Captain _____ Company, (—,) _____ Regiment of _____ VOLUNTEERS, who was enrolled on the _____ day of _____, one thousand eight hundred and _____, to serve _____ years or during the war, is hereby **DISCHARGED** from the service of the United States, this _____ day of _____, 186—, at _____, by reason of _____. (No objection to his being re-enlisted is known to exist.*)

Said _____ was born in _____, in the State of _____; is _____ years of age; _____ feet _____ inches high; _____ complexion, _____ eyes, _____ hair; and by occupation, when enrolled, a _____.

GIVEN at _____, this _____ day of _____, 186—.

_____,
_____,
Commanding the Reg't.

* This sentence will be erased should there be anything in the conduct or physical condition of the soldier rendering him unfit for the Army.

OATH OF IDENTITY.†

_____, of the town of _____, county of _____, in the State of _____.

On this _____ day of _____, in the year one thousand eight hundred and sixty _____, personally appeared before me, the undersigned, a Justice of the Peace for the county and _____ above mentioned, _____, who, being duly sworn according to law, declares that he is the identical _____ who was a _____ in the company commanded by Captain _____ in the regiment _____ commanded by _____; that he enlisted on the _____ day of _____, for the term of _____, and was discharged at _____, on the _____ day of _____, by reason of _____.

Sworn and subscribed before me the day and year above written.

I CERTIFY, that _____, before whom the above affidavit purports to have been made, is a Justice of the Peace duly authorized to administer oaths, and that the above is his signature.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official
[L. S.] seal, this _____ day of _____, in the year _____, at _____, in the State
of _____.

_____,
Clerk of the _____.

† This is *not* to be filled up at the time of discharge, but only when the identity of the bearer of the discharge with the person named in it is called in question.



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REGULATIONS

FOR

THE RECRUITING SERVICE

OF THE

ARMY OF THE UNITED STATES,

BOTH REGULAR AND VOLUNTEER.

WAR DEPARTMENT,
ADJUTANT GENERAL'S OFFICE,
Washington, December 1, 1862.

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WAR DEPARTMENT,
ADJUTANT GENERAL'S OFFICE,
Washington, December 1, 1862.

The following Regulations will govern the Recruiting Service of the Army (Volunteer as well as Regular) of the United States, and are published for the information and guidance of all concerned.

BY ORDER OF THE SECRETARY OF WAR :

L. THOMAS,
Adjutant General.

REGULATIONS

FOR

THE RECRUITING SERVICE.

ARTICLE XL.

RECRUITING SERVICE.

911. The recruiting service will be conducted by the Adjutant General, under the direction of the Secretary of War.

912. Field officers will be detailed to superintend the recruiting districts, and lieutenants to take charge of the recruiting parties. The Adjutant General will detail the field officers, and announce in orders the number of captains and lieutenants to be selected and detailed for this duty from each regiment by the colonel.

913. A recruiting party will consist generally of one lieutenant, one non-commissioned officer, two privates, and a drummer and fifer. The parties will be sent from the principal depôts, and none but suitable men selected.

914. Officers on the general recruiting service are not to be ordered on any other duty, except from the Adjutant General's Office.

DUTIES OF SUPERINTENDENTS.

915. As soon as a recruiting station is designated, the superintendent will furnish the officer to be placed in charge of it with recruiting funds, and instruct him to make such requisitions on the proper departments (through himself) for subsistence, funds, clothing, camp equipage, arms, and accoutrements, &c., as may be necessary. Superintendents will forward their requisitions for funds and supplies through the Adjutant General.

916. Supplies of funds, &c., &c., for the stations in his district are procured by the superintendent on consolidated estimates; these are made monthly for funds, and every six or twelve months for clothing, equipage, arms, and accoutrements.

917. Superintendents, general and regimental, will make such transfers of funds, clothing, equipage, arms, and accoutrements to their officers as may be required. In all cases recruiting officers will send their requisitions direct to their Superintendents.

918. For subsistence to recruiting stations, see paragraph 1204, &c. When army rations are issued for recruits, savings on the rations shall be applied for their benefit, as in companies.

919. The superintendents will transmit to the Adjutant General consolidated monthly returns of the recruiting parties under their superintendence, according to directions on the prescribed forms, accompanied by one copy of the enlistment of each recruit enlisted within the month. Enlistments transmitted through superintendents, general and regimental, will by them be subjected to a rigid scrutiny before being forwarded to the Adjutant General. They will not be so forwarded, if faulty and defective, until after they shall have notified the recruiting officer of the fact, and obtained from him, if possible, all such essential information as may be necessary to amend and perfect them.

920. When recruits should be sent to regiments, a superintendent will report to the Adjutant General for instructions in reference thereto.

921. When recruits are sent from a *depôt* or *rendezvous* to a regiment or post, a *muster and descriptive roll*, and an *account of clothing* of the detachment, will be given to the officer assigned to the command of it. And a duplicate of the muster and descriptive roll will be forwarded to the Adjutant General by the superintendent, who will note on it the names of all the officers on duty with the detachment, and the day of its departure from the *depôt* or *rendezvous*.

922. The superintendent will report all commissioned or non-commissioned officers who may be incapable or negligent in the discharge of their functions. Where a recruiting party fails to get recruits from any cause other than the *fault* of the officer, the superintendent will transfer the party to a more eligible station. Every change so made

with the reasons therefor, will be reported to the Adjutant General on his *depôt* tri-monthly report.

923. When a rendezvous is closed, the superintendent will give the necessary instructions for the safe-keeping or disposal of the public property, so as not to involve any expense for storage.

924. Tours of inspection by superintendents will be made only on instructions from the Adjutant General's Office; but superintendents may order officers to visit branch or auxiliary rendezvous under their charge, not oftener than once a week. The branch rendezvous to be established only by orders from superintendents, and not to be more than fifteen miles distant from the main rendezvous.

DUTIES OF RECRUITING OFFICERS.

925. Success in obtaining recruits depends much on the activity and *personal attention* of recruiting officers, and they will not entrust to enlisted men the duties for which they themselves only are responsible. They will in no case absent themselves from their stations without authority from the superintendent.

926. They will not allow any man to be deceived or inveigled into the service by false representations, but will in person explain the nature of the service, the length of the term, the pay, clothing, rations, and other allowances to which a soldier is entitled by law, to every man before he signs the enlistment.

927.* If minors present themselves, they are to be treated with great candor; the names and residences of their parents or guardians, if they have any, must be ascertained, and these will be informed of the minor's wish to enlist, that they may make their objections or give their consent.

*NOTE.—Section 2 of the act approved February 13, 1862, is as follows: "*And be it further enacted*, That the fifth section of the act of twenty-eighth of September, eighteen hundred and fifty, providing for the discharge of minors enlisted without the consent of their parents or guardians, be, and the same hereby is, repealed: *Provided* That hereafter no person under the age of eighteen years shall be mustered into the service, and the oath of enlistment taken by the recruit shall be conclusive as to his age." The foregoing does not interfere with *existing regulations* as to the enlistment of minors.—(See paragraph 931.)

928. With the sanction of superintendents, recruiting officers may insert, in not exceeding two newspapers, brief notices directing attention to the rendezvous for further information; or, with the approval of superintendents, may dispense with the newspaper notice, and expend an amount, not to exceed five dollars per month, in procuring posters, conformable to the form prescribed.

929. Any free white male person above the age of eighteen and under *thirty-five years, being at least five feet three inches high, effective, able-bodied, sober, free from disease, of good character and habits, and with a competent knowledge of the English language, may be enlisted. This regulation, so far as respects the *height* and *age* of the recruit, shall not extend to musicians or to soldiers who may "*re-enlist*," or have served honestly and faithfully a previous enlistment in the army.

930. No man having a wife or child shall be enlisted *in time of peace* without special authority obtained from the Adjutant General's Office, through the superintendent. This rule is not to apply to soldiers who "*re-enlist*."

931. No person under the age of twenty-one years is to be enlisted or re-enlisted without the written consent of his parent, guardian, or master. The recruiting officers must be very particular in ascertaining the true age of the recruit.

932. After the nature of the service and terms of enlistment have been fairly explained to the recruit, the officer, before the enlistments are filled up, will read to him, and offer for his signature, the annexed declaration, to be appended to each copy of his enlistment:

I, ———, desiring to enlist in the army of the United States for the period of five years, do declare that I am — years and — months of age; that I have neither wife nor child; that I have never been discharged from the United States service on account of disability, or by sentence of a court-martial, or by order before the expiration of a term of enlistment; and I know of no impediment to my serving honestly and faithfully as a soldier for five years.

Witness: _____

*NOTE.—While the country is in a state of actual war, this time will be extended to forty-five.

933. If the recruit be a minor, his parent, guardian, or master must sign a consent to his enlisting, which will be added to the preceding declaration, in the following form:

I, _____, do certify that I am the (*father, only surviving parent, legal master, or guardian, as the case may be*) of _____; that the said _____ is _____ years of age; and I do hereby freely give my consent to his enlisting as a soldier in the army of the United States for the period of five* years.

Witness: _____

934. The forms of declaration, and of consent in case of a minor, having been signed and witnessed, the recruit will then be duly examined by the recruiting officer, and surgeon if one be present, and, if accepted, the 20th and 87th Articles of War will be read to him; after which he will be allowed time to consider the subject until his mind appears to be fully made up before the oath is administered to him.

935. As soon as practicable, and at least within six days after his enlistment, the following oath will be administered to the recruit:

“I, A— B—, do solemnly swear, or affirm, (as the case may be,) that I will bear true allegiance to the United States of America, and that I will serve them honestly and faithfully against all their enemies or opposers whatsoever, and observe and obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the rules and articles for the government of the armies of the United States.”—(See 10th Art. of War.)

936. Under the 11th section of the act of 3d August, 1861, chap. 38, the oath of enlistment and re-enlistment will, whenever practicable, be administered by any commissioned officer of the army.

937. It is the duty of the recruiting officer to be present at the examination of the recruit by the medical officer.—(See par. 1262, Army Regulations.)

938. Recruiting officers will not employ private physicians without authority from the Adjutant General's Office, for the special purpose of examining the recruits prior to their enlisting.

* Enlistments made in the years 1861 and 1862 are for three years.

939. If it be necessary, as in case of sickness, to employ a physician, the recruiting officer may engage his services by contract on reasonable terms, "by the visit," or by the month. If by the month, the examination of the recruits must be stated in the contract as part of his duty. In vouchers for medical attendance and medicines, the name of each patient, date of, and charge for, each visit, and for medicine furnished, must be given, and the certificate of the physician added, that the rates charged are the usual rates of the place. The physician will be paid by the recruiting officer from recruiting funds.

940. Enlistments must, in all cases, be taken in triplicate. The recruiting officer will send one copy to the Second Auditor with his monthly accounts, a second to the superintendent with his monthly return, and a third to the depôt at the time the recruits are sent there. In cases of soldiers re-enlisted in a regiment, or of regimental recruits, the third copy of the enlistment will be sent at its date to regimental headquarters for file. Enlistments must, in no case, be ante-dated, so as to entitle a soldier who applies after the period for "*re-enlisting*" has expired, to any additional pay therefor.

941. When ordnance sergeants or hospital stewards re-enlist, the recruiting officer will immediately send the second copy of the enlistment direct to the Adjutant General, and the third copy to the station of the ordnance sergeant or hospital steward for file.

942.* A premium of two dollars will be paid to any citizen, non-commissioned officer, or soldier, for each *accepted recruit* that he may bring to the rendezvous. If the recruit presents himself he may receive the premium.

943. The recruiting officer will see that the men under his command are neat in their personal appearance, and will require the permanent party to wear their military dress in a becoming manner, especially when permitted to go abroad.

944. Only such articles of clothing as are indispensable for immediate use will be issued to recruits at the rendezvous. Their equipment will not be made complete till after they have passed the inspection subsequent to their arrival at the depôt.

*See General Orders 74, A. G. O., 1862.

945. The instruction of the recruits will commence at the rendezvous from the moment of enlistment. The general superintendent will see that all recruiting officers give particular attention to this subject.

946. Recruits will be sent from rendezvous to depôts every ten days, or oftener if practicable, provided the number disposable exceeds three. The detachments of recruits will be sent from rendezvous to depôts under charge of a non-commissioned officer.

947. Before recruits are sent from recruiting depôts to regiments or companies, the amounts due by them to the laundress and sutler, having been verified and audited, will be entered on a roll made for the purpose, and will be paid by the paymaster on his next visit at the post, the receipts of the laundress and sutler to the amounts paid being the voucher: Provided the recruits have a clear amount of pay due them, over and above their dues to the government, equal to the claims of the laundress and sutler. The same amounts will be entered on the muster and descriptive roll of the recruits as "amount paid laundress, or sutler," (*naming them,*) to be deducted from the pay of the soldiers at their first subsequent payment.

948. Every officer commanding a recruiting party will procure the necessary transportation, forage, fuel, straw, and stationery, taking the requisite vouchers.

949. The transportation of recruits to depôts, and from one recruiting station to another, will be paid from the recruiting funds; transportation of officers and enlisted men on the recruiting service will be paid in the same manner, except when first proceeding to join that service, or returning to their regiments after having been relieved. Officers are allowed the actual cost of transportation of their servants when changing stations, on recruiting service. Transportation of army supplies is paid by the Quartermaster's Department.—(See paragraph 1064.)

950. No expenses of transportation of officers will be admitted that do not arise under these Regulations, or orders emanating from the Adjutant General's Office; and in all cases only the actual cost of transportation, including portage, will be refunded to officers traveling on recruiting service.—(See paragraph 924.)

951. Whenever an officer is relieved or withdrawn from the recruiting service, he will pay over the balance of any unexpended recruiting funds in his possession to the officer appointed to succeed him, or to the paymaster, if no officer be so designated; and if there be no paymaster or other proper officer convenient to receive such balance, the amount will be deposited to the credit of the Treasurer of the United States, with the most convenient Assistant Treasurer, or other depositary of public moneys. In either case the officer will forward to the Second Auditor the evidence of the disposition he may make of the funds, and report the fact to the superintendent, or to the colonel, if on regimental recruiting service.

RENDEZVOUS, QUARTERING, AND SUBSISTING RECRUITS.

952. Written agreements will be made by recruiting officers for the rent of a rendezvous upon the most reasonable terms possible; and two copies of this contract forwarded immediately to the Adjutant General for approval. The rent will be paid from recruiting funds.

1204. When subsistence cannot be issued by the commissariat to recruiting parties, it will be procured by the officer in charge on written contracts, when practicable, for complete rations. If the ration cannot be procured thus, then a contract* will be made for board and lodging.

1205. The contractor will send, monthly or quarterly, as he may choose, his account for rations issued to the Commissary General for payment, accompanied by the abstract of issues certified by the officer.

In case the officer makes the payment himself, he will retain this abstract to accompany his voucher therefor.

1206. When convenience and economy require that the contract shall be for board and lodging, the contract shall state the amount for each separately. The contractor will be paid for board as prescribed in paragraph 1205 for rations; and for lodging, by the recruiting officer from recruiting funds.

* The aggregate cost of board and lodging should never exceed forty cents; as a general thing, experience has indicated that it should be much less.

1207. At temporary rendezvous advertising may be dispensed with, and a contract made, conditioned to be terminated at the pleasure of the officer or the Commissary General.

1208. The recruiting officer will be required, when convenient, to receive and disburse the funds for the subsistence of his party, and to render his accounts to the Third Auditor and Commissary General, according to the Regulations of the Subsistence Department.

1209. When a contract cannot be made, the recruiting officer may pay the necessary expenses of subsisting and boarding his party.

1210. The expenses of subsistence at branch rendezvous, and all expenses of advertising for proposals, will, if practicable, be paid by the contractor at the principal station, and included in his accounts.

1211. Issues of provisions will be made on the usual provision returns, and board will be furnished on a return showing the number of the party, the days, and dates.

A ration in kind may be allowed to one laundress at each principal rendezvous.

1212. Lodging will be furnished on a return showing the number of men, days, and dates for each. From these returns the abstract is made up.

BLANKS.

954. Superintendents of recruiting service will make timely requisitions for printed blanks to supply the officers on recruiting service under their charge; and such officers will address their requisitions for all printed blanks to their respective superintendents, who are enjoined to keep on hand an ample supply to meet these requisitions. Superintendents will address their requisitions as follows:

1. *To the Adjutant General.*—For enlistments; re-enlistments; forms for medical inspection of recruits; muster rolls; muster and descriptive rolls; monthly returns; tri-monthly reports; recruiting accounts current; accounts of clothing issued.

2. *To the Quartermaster General.*—For estimates of clothing, camp and garrison equipage; clothing receipt rolls; quarterly returns of clothing, camp and garrison equipage.

3. *To the Commissary General of Subsistence.*—For provision returns, abstracts, and such other of the forms in the Subsistence Regulations as may be furnished by the Subsistence Department.

4. *To the Chief of Ordnance.*—For returns of ordnance stores, and such other blanks as may be furnished by the Ordnance Department.

955. Of the blanks above named, but the printed forms furnished will be used. Other blanks, when required, must be ruled.

956. Blanks for the regimental recruiting service are furnished to the company commanders when not serving with the headquarters of their regiment.

FURNITURE AND STATIONERY.

957. The articles of furniture and police utensils which may be absolutely necessary at a recruiting station may be procured by the officer in charge of the rendezvous, on the special authority of the superintendent.

958. Necessary stationery will be purchased monthly or quarterly, not to exceed, per quarter at each station, six quires of paper, twenty-four quills, or twenty-four steel pens and two holders, half an ounce of wafers, one paper of ink powder, one bottle of red ink, four ounces of sealing-wax, one quire of cartridge paper, or one hundred envelopes, one-fourth quire of blotting paper, and one piece of tape. If necessary, an additional supply of one-fourth of these rates will be allowed to the recruiting officer having charge of one or more auxiliary rendezvous distant from his permanent station. At the principal depôts the allowance must be fixed by the wants of the public service.

959. To each office table is allowed one inkstand, one wafer stamp, one wafer box, one paper folder, one ruler, and as many lead pencils as may be required, not exceeding four per annum.

960. Such blank books as may be necessary are allowed to the general superintendent and at permanent recruiting depôts; also one descriptive book for the register of recruits at each permanent station. Blank books will be purchased by recruiting officers, under instructions from the superintendent.

961. When a recruiting officer is relieved, the blanks, books, and unexpended stationery, with all the other public property at the station, will be transferred to his successor, who will receipt for the same.

ACCOUNTS, RETURNS, ETC.

962. The following are the accounts, returns, &c., to be rendered by officers on recruiting service:

To the Second Auditor of the Treasury.

1. *Recruiting accounts current*, monthly, with abstract, vouchers, and one set of enlistments. An account will be rendered by every officer who may receive funds, whether he makes expenditures or not during the month.

To the Third Auditor of the Treasury.

2. (When required to disburse quartermaster's or subsistence funds,) such money accounts as may be required by the regulations of those departments respectively.

To the Adjutant General.

3. *Monthly estimates* for funds, by superintendents.
4. *Recruiting account current*, monthly, with an abstract of disbursements, (no vouchers.) An account will be rendered by every officer who may receive funds, whether he makes expenditures or not during the month.
5. *A quarterly return* of stationery, books, fuel, straw, and such other property as may have been purchased with the recruiting funds, with vouchers.
6. *A monthly summary statement* of money received, expended, and remaining on hand, to be transmitted on the last day of each month.
7. *A muster roll* of all enlisted men at the rendezvous, including the names of all who may have joined, whether by enlistment or otherwise, died, deserted, been transferred or discharged, during the two months embraced in the muster roll.—(See section 11.)
8. *Tri-monthly reports* of the state of the recruiting service by recruiting officers, according to the prescribed form.
9. *Depôt tri-monthly reports* of the state of recruiting service by superintendents, according to prescribed form.

To the Superintendent.

10. *A monthly return* of recruits and of the recruiting party, accompanied with one copy of the enlistment of every recruit enlisted within the month.
11. Duplicate *muster rolls for pay* of the permanent recruiting party, which may be sent direct to the nearest paymaster, when authorized by the superintendent. A triplicate of this roll will be retained at the station.
12. *Muster and descriptive rolls* and an *account of clothing* of every detachment of recruits ordered to the principal dépôt. If the recruits be ordered to proceed from the rendezvous *direct*, to join any regiment or post, these rolls and accounts of clothing will be delivered to the officer in command of the detachment, a duplicate of each muster and descriptive roll only being then made and sent to the superintendent.
13. *Monthly abstract of disbursements* on account of contingencies of the recruiting service. Copy to be forwarded within three days after the expiration of each month.
14. *Monthly estimates* for funds.
15. *Estimates* for clothing, and camp and garrison equipage, and for arms and accoutrements for six or twelve months, or for such times as may be directed by the superintendent.
16. *Quarterly return* of clothing, camp and garrison equipage, and of all quartermaster's property in his possession, not including property, purchased with recruiting funds. Copy to be sent to superintendent.
17. *Tri-monthly report*. Copy sent to the superintendent.

To the Quartermaster General.

18. (When required to disburse quartermaster's funds, or to receive property belonging to that department,) such money and property accounts as may be required by the regulations of that department.

To the Commissary General of Subsistence.

19. (When required to disburse subsistence funds, or to receive property belonging to that department,) such money and property accounts as may be required by the regulations of that department.

To the Chief of Ordnance.

20. *A quarterly return of arms, accoutrements, ammunition, and of all ordnance stores.*

RULES FOR MAKING ACCOUNTS AND PAPERS.

963. The following rules must be observed in making out and forwarding accounts and papers:

1. Letters addressed to the Adjutant General "*on recruiting service*" will be so endorsed on the envelopes, under the words "official business;" if on recruiting service for volunteers, they will be endorsed "*on volunteer recruiting service*" under those words.*
2. The funds of one department must not be used to liquidate the debts of another.
3. If an officer's station is changed, or he be temporarily relieved from recruiting duties, *his money accounts will not be closed; they will be kept open till the end of the quarter, so that all money received and disbursed in the quarter may be embraced in one account.*
4. Officers, in signing accounts and papers, must give their rank and regiment or corps.
5. Each voucher must be separately entered on the abstract of contingent expenses, and only the gross amount of the abstract must be entered on the account current.
6. No expenditure must be charged without a proper voucher to support it.
7. The receipt to the voucher must be signed, when practicable, by a principal. When this is not practicable, the recruiting officer will add to his own certificate a statement that the agent is duly authorized to sign the receipt.
8. When an individual makes "his mark," instead of signing his name to the receipt, it must be witnessed by a third person.

*NOTE.—All packages of mail matter addressed to the Adjutant General should state the contents under the words "official business," as follows: "For Books and Blanks," "Vol. Rolls and Returns," "Regular Rolls and Returns," "Certificates of Disability," "Pension Papers," &c., &c.

9. Expenditures must be confined to items stated in the regulations. In an unforeseen emergency, requiring a deviation from this rule, a full explanation must be appended to the voucher for the expenditure; and, if this be not satisfactory, the account will be charged in the Treasury against the recruiting officer.
10. In all vouchers the different items, with dates and cost of each, must be given. To vouchers for transportation of officers, a copy of the order under which the journey was performed, must be appended.
11. In vouchers for medical attendance and medicines, the name of each patient, date of, and charge for, each visit, and for medicine furnished, must be given, and the certificate of the physician added, that the rates charged are the usual rates of the place.
12. To each voucher for notices inserted in newspapers or posters, a copy of the notice or poster will be appended.
13. Monthly accounts current must exhibit the numbers of Treasury drafts and dates of their receipt; and when funds are transferred, the names of officers from whom they are received, or to whom they are turned over, with the dates of transfer.
14. Fractions of cents are not to be taken up on accounts current. Enlistments must be filled up in a fair and legible hand. The *real* name of the recruit must be ascertained, correctly spelled, and written in the same way wherever it occurs; the *christian* name must not be abbreviated. Numbers must be written, and not expressed by figures. Each enlistment must be endorsed as indicated on the blanks furnished, the number in *each month* to correspond with the names alphabetically arranged.
15. Whenever a soldier re-enters the service, the officer who enlisted him will endorse on the enlistment, next below his own name and regiment, "second (or third) enlistment," as the case may be, together with the name of the regiment and the letter of the company in which the soldier last served, and date of discharge from former enlistment. This information the recruiting officer must obtain, if possible, from the soldier's discharge, which he should in all cases be required to exhibit.—(See 22d Art. of War.)

16. Re-enlistments must be forwarded with recruiting accounts, although any bounty due on them may not be paid. When the bounty is subsequently paid, the soldier's receipt is to be taken on a voucher showing date and place of re-enlistment, company and regiment, and by whom re-enlisted.
17. The filling up of, and endorsement on, the enlistment, will be in the handwriting of the recruiting officer, or done under his immediate inspection.
18. To facilitate the final settlement of accounts of discharged soldiers, the name of the *State*, as well as the town, where each recruit is enlisted, will be recorded on all muster, pay, and descriptive rolls.
19. Rolls, returns, and accounts will be accompanied by a letter of transmittal, enumerating them, and referring to no other subject.
20. All copies of papers to accompany letters or accounts should be certified by an *officer* as "true copies."
21. Each *voucher* should be complete in itself, being accompanied by all orders and explanations necessary to make it fully understood.

DEPOTS FOR COLLECTING AND INSTRUCTING RECRUITS.

964. The dépôts for recruits are established by orders from the Adjutant General's Office. In the case of regimental recruiting service, the superintendent of that service will have his headquarters at the regimental dépôt, and will not send officers out of the State in which the dépôt may be, without authority from the Adjutant General.

965. To each *dépôt* there will be assigned a suitable number of officers to command and instruct the recruits; and, when necessary, such number of enlisted men as may be designated at the Adjutant General's Office will be selected for the permanent party to do garrison duty and for drill-masters.

966. The number of recruits at dépôts to be assigned to each arm and regiment is directed from the Adjutant General's Office.

967. The recruits are to be *dressed in uniform* according to their respective arms, and will be regularly mustered and inspected. They are to be well drilled in the infantry tactics, through the school of the soldier to that of the battalion, and in the exercise of field and garrison pieces. Duty is to be done according to the strict rules of service.

968. The general superintendent will cause such of the recruits as are found to possess a natural talent for music to be instructed (besides the drill of the soldier) on the fife, bugle, and drum, and other military instruments; and boys of twelve years of age, and upward, may, under his direction, be enlisted for this purpose. But as recruits under eighteen years of age and under size must be discharged if they are not capable of learning music, care should be taken to enlist those only who have a natural talent for music, and, if practicable, they should be taken on trial for some time before being enlisted.

969. Regiments will be furnished with field music on the requisitions of their commanders, made, from time to time, direct on the general superintendent; and, when requested by regimental commanders, the superintendents will endeavor to have suitable men selected from the recruits, or enlisted, for the regimental bands.

970. At every dépôt pains will be taken to form from the permanent party a body of competent cooks, some of whom will be sent with every large draft of recruits ordered to regiments.

971. To give encouragement to the recruits, and hold out inducements to good conduct, the commanding officer of the dépôt may promote such of them as exhibit the requisite qualifications to be *lance corporals* and *lance sergeants*, not exceeding the proper proportion to the number of recruits at the dépôt. These appointments will be announced in orders in the usual way, and will be continued in force until they join their regiments, unless sooner revoked. No allowance of pay or emoluments is to be assigned to these appointments: they are only to be considered as recommendations to the captains of companies and colonels of regiments for the places in which the recruits may have acted; but such non-commissioned officers are to be treated with all the respect and to have all the authority which may belong to the stations of sergeant and corporal.

972. *Permanent parties* at dépôts, and *recruiting parties* and recruits, will be mustered, inspected, and paid in the same manner as other soldiers.

973. When recruits are received at a garrisoned post, the commanding officer will place them under the charge of a commissioned officer.

974. Recruits are not to be put to any labor or work which would interfere with their instruction, nor are they to be employed otherwise than as soldiers, in the regular duties of garrison and camp.

975. The Rules and Articles of War are to be read to the recruits every month, after the inspection; and so much thereof as relates to the duties of non-commissioned officers and soldiers will be read to them every week.

INSPECTION OF RECRUITS AT DEPOTS AND POSTS.

976. The superintendent or commanding officer will cause a minute and critical inspection to be made of every recruit received at a dépôt, two days after his arrival; and should any recruit be found unfit for service, or to have been enlisted contrary to law or regulations, he shall assemble a *board of inspectors*, to examine into the case. A board may also be assembled in a special case, when a concealed defect may become manifest in a recruit, at any time during his detention at the dépôt.

977. Every draft of recruits ordered from a dépôt to any regiment or post, shall, immediately preceding its departure, be critically inspected by the superintendent or commanding officer and surgeon, and, when necessary, a board of inspectors will be convened.

978. Recruits received at a military post or station shall be carefully inspected by the commanding officer and surgeon, on the third day after their arrival; and if, on such inspection, any recruit, in their opinion be unsound or otherwise defective, in such degree as to disqualify him for the duties of a soldier, then a board of inspectors will be assembled to examine into and report on the case.—(See paragraphs 979, 980, 981.)

979. *Boards* for the inspection of recruits will be composed of the commanding officer, the senior medical officer of the army present, and, if possible, the three senior regimental officers present on duty with the troops.

REJECTED RECRUITS.

980. In all cases of *rejection*, the reasons therefor will be stated at large in a special *report*, to be made by the board, which will also show when, where, and by whom the recruit was enlisted. This report,

together with the surgeon's certificate of disability for service, will be forwarded by the superintendent or commandant of the post direct to the Adjutant General. In all such cases the commanding officer will cause the articles of clothing, which may have been issued to the recruit, with the price of each article, to be endorsed on the certificates of disability. If the recommendation of the board for the discharge of the recruit be approved, the authority therefor will be endorsed on the certificate, which will be sent back to be filled up and signed by the commanding officer, who will return the same to the Adjutant General's Office. In all cases the superintendent, or commander, will cause an extract of the proceedings of the board of inspectors to be furnished the officer making the enlistment. Upon receipt of this extract, the officer will promptly render a special report, in explanation, to the Adjutant General.

981. The board will state in the report whether the disability, or other cause of rejection, existed before his enlistment; and whether, with *proper care and examination*, it might not have been discovered.

DESERTERS.

155. If a soldier desert from, or a deserter be received at, any post other than the station of the company or detachment to which he belonged, he shall be promptly reported by the commanding officer of such post to the commander of his company or detachment. The time of desertion, apprehension, and delivery, will be stated. If the man be a recruit, unattached, the required report will be made to the Adjutant General. When a report is received of the apprehension or surrender of a deserter at any post other than the station of the company or detachment to which he belonged, the commander of such company or detachment shall immediately forward his description and account of clothing to the officer making the report.

156. A reward of five dollars will be paid for the apprehension and delivery of a deserter to an officer of the army at the most convenient post or recruiting station. Rewards thus paid will be promptly reported by the disbursing officer to the officer commanding the company in which the deserter is mustered, and to the authority competent to order his trial. The reward of five dollars will include the remuneration for all expenses incurred for apprehending, securing, and delivering a deserter.

157. When non-commissioned officers or soldiers are sent in pursuit of a deserter, the expenses necessarily incurred will be paid whether he be apprehended or not, and reported as in case of rewards paid.

158. Deserters shall make good the time lost by desertion, unless discharged by competent authority.

159. No deserter shall be restored to duty without trial, except by the authority competent to order the trial.

160. Rewards and expenses paid for apprehending a deserter will be set against his pay, when adjudged by a court-martial, or when he is restored to duty without trial on such condition.

161. In reckoning the time of service, and the pay and allowances of a deserter, he is to be considered as again in service when delivered up as a deserter to the proper authority.

162. An apprehended deserter, or one who surrenders himself, shall receive no pay while waiting trial, and only such clothing as may be actually necessary for him.

1065. The incidental expenses of the army paid through the Quarter-master's Department include * * * * * the expenses of the pursuit and apprehension of deserters, * * * * *

RECRUITS SENT TO REGIMENTS

982. An officer intrusted with the command of recruits ordered to regiments will, on arriving at the place of destination, forward the following papers:

1. To the *Adjutant General* and the *Superintendent*, each, a descriptive roll and an account of clothing of such men as may have deserted, died, or been left on the route from any cause whatever, with date and place; also, a special report of the date of his arrival at the post, the strength and condition of the party when turned over to the commanding officer, and all circumstances worthy of remark which may have occurred on the march.
2. To the *Commanding Officer* of the regiment, or post, the muster and descriptive roll furnished him at the time of setting out,

properly signed and completed by recording the names of the recruits *present*, and by noting in the column for remarks, opposite the appropriate spaces, the time and place of death, desertion, apprehension, or other casualty that may have occurred on the route.

983. Should an officer be relieved in charge of a party of recruits *en route*, before it reaches its destination, the date and place, and name of the officer by whom he is relieved, must be recorded on the roll of the party. Without the evidence of such record, no charge for extra pay on account of clothing accountability of the party, where equal to a company, will be allowed.

984. The "original muster and descriptive roll" of every draft, with remarks showing the final disposition of each recruit, and the regiment and letter of the company to which he may be assigned, will be signed and forwarded to the Adjutant General by the commanding officer who makes the assignment. If the recruits embraced in one roll happen to be assigned to different posts, the original roll is to continue with the last party to its destination, each commander completing it so far as concerns the recruits left at his post. When this is not practicable, extracts from the original roll are to be made by the authority which distributes the recruits, to accompany the several parties, and to be forwarded to the Adjutant General as in case of the original roll.

REGIMENTAL RECRUITING SERVICE.

985. The regimental recruiting will be conducted in the manner prescribed for the general service.

986. Every commander of a regiment is the superintendent of the recruiting service for his regiment, and will endeavor to keep it up to its establishment; for which purpose he will obtain the necessary funds, clothing, &c., by requisition on the Adjutant General.

987. At every station occupied by his regiment, or any part of it, the colonel will designate a suitable officer to attend to the recruiting duties; which selection will not relieve such officer from his company or other ordinary duties. The officer thus designated will be kept constantly furnished with funds, and, when necessary, with clothing and camp equipage.

988. The regimental recruiting officer will, with the approbation of the commanding officer of the station, enlist all suitable men. He will be governed, in rendering his accounts and returns, by the rules prescribed for the general service; and, when leaving a post, will turn over the funds in his hands to the senior company officer of his regiment present, unless some other be appointed to receive them.

[Extracts from General Regulations of the Army.]

ARTICLE XLI.

PUBLIC PROPERTY, MONEY, ACCOUNTS, AND CONTRACTS.

992. The Treasury Department having provided, by arrangement with the assistant treasurers at various points, secure depositories for funds in the hands of disbursing officers, all disbursing officers are required to avail themselves, as far as possible, of this arrangement, by depositing with the assistant treasurers such funds as are not wanted for immediate use, and drawing the same in convenient sums as wanted.

993. No public funds shall be exchanged except for gold and silver.* When the funds furnished are gold and silver, all payments shall be in gold and silver. When the funds furnished are drafts, they shall be presented at the place of payment, and paid according to law; and payments shall be made in the funds so received for the drafts, unless said funds or said drafts can be exchanged for gold and silver at par. If any disbursing officer shall violate any of these provisions, he shall be suspended by the Secretary of War, and reported to the President, and promptly removed from office or restored to his trust and duties, as to the President may seem just and proper.—(Act August 6, 1846.)

994. No disbursing officer shall accept or receive, or transmit to the Treasury to be allowed in his favor, any receipt or voucher from a creditor of the United States without having paid to such creditor, in such funds as he received for disbursement, or such other funds as he is authorized by the preceding article to take in exchange, the full amount specified in such receipt or voucher; and every such act shall be deemed

* NOTE.—United States Treasury notes are also to be used by disbursing officers, according to acts approved February 25, and July 11, 1862.

to be a conversion to his own use of the amount specified in such receipt or voucher. And no officer in the military service charged with the safe-keeping, transfer, or disbursement of public money, shall convert to his own use, or invest in any kind of merchandise or property, or loan with or without interest, or deposit in any bank, or exchange for other funds, except as allowed in the preceding article, any public money intrusted to him; and every such act shall be deemed to be a felony and an embezzlement of so much money as may be so taken, converted, invested, used, loaned, deposited, or exchanged.—(Act August 6, 1846.)

995. Any officer who shall directly or indirectly sell or dispose of, for a premium, any Treasury note, draft, warrant, or other public security in his hands for disbursement, or sell or dispose of the proceeds or avails thereof without making returns of such premium and accounting therefor by charging it in his accounts to the credit of the United States, will forthwith be dismissed by the President.—(Act August 6, 1846.)

996. If any disbursing officer shall bet at cards or any game of hazard, his commanding officer shall suspend his functions, and require him to turn over all the public funds in his keeping, and shall immediately report the case to the proper bureau of the War Department.

997. All officers are forbid to give or take any receipt in blank for public money or property; but in all cases the voucher shall be made out in full, and the true date, place, and exact amount of money, in words, shall be written out in the receipt before it is signed.

1000. No officer disbursing or directing the disbursement of money for the military service shall be concerned, directly or indirectly, in the purchase or sale for commercial purposes, of any article intended for, making a part of, or appertaining to the department of the public service in which he is engaged, nor shall take, receive, or apply to his own use any gain or emolument, under the guise of presents or otherwise, for negotiating or transacting any public business, other than what is or may be allowed by law.

1002. No officer or agent in the military service shall purchase from any other person in the military service, or make any contract with any such person to furnish supplies or services, or make any purchase or

contract in which such person shall be admitted to any share or part, or to any benefit to arise therefrom.

1003. No person in the military service whose salary, pay, or emoluments is or are fixed by law or regulations, shall receive any additional pay, extra allowance, or compensation in any form whatever, for the disbursement of public money, or any other service or duty whatsoever, unless the same shall be authorized by law, and explicitly set out in the appropriation.

1004. All accounts of expenditures shall set out a sufficient explanation of the object, necessity, and propriety of the expenditure.

1005. The facts on which an account depends must be stated and vouched by the certificate of an officer, or other sufficient evidence.

1006. If any account paid on the certificate of an officer to the facts is afterwards disallowed for error of fact in the certificate, it shall pass to the credit of the disbursing officer, and be charged to the officer who gave the certificate.

1007. An officer shall have credit for an expenditure of money or property made in obedience to the order of his commanding officer. If the expenditure is disallowed, it shall be charged to the officer who ordered it.

1009. When a disbursing officer is relieved, he shall certify the outstanding debts to his successor, and transmit an account of the same to the head of the bureau, and turn over his public money and property appertaining to the service from which he is relieved to his successor, unless otherwise ordered.

1014. No officer has authority to insure public property or money.

1015. Disbursing officers are not authorized to settle with heirs, executors, or administrators, except by instructions from the proper bureau of the War Department upon accounts duly audited and certified by the proper accounting officers of the Treasury.

1017. No public property shall be used, nor labor hired for the public be employed, for any private use whatsoever not authorized by the regulations of the service.

1027. If any article of public property be lost or damaged by neglect or fault of any officer or soldier, he shall pay the value of such article. or amount of damage, or cost of repairs, at such rates as a board of survey, with the approval of the commanding officer, may assess. according to the place and circumstances of the loss or damage. And he shall, moreover, be proceeded against as the Articles of War provide, if he demand a trial by court-martial, or the circumstances should require it.

1029. If any article of public property be embezzled, or by neglect lost or damaged, by any person hired in the public service, the value or damage, as ascertained, if necessary, by a board of survey, shall be charged to him, and set against any pay or money due him.

1030. Public property lost or destroyed in the military service must be accounted for by affidavit, or the certificate of a commissioned officer, or other satisfactory evidence.

1031. Affidavits or depositions may be taken before any officer in the list, as follows, when recourse cannot be had to any before named on said list, which fact shall be certified by the officer offering the evidence: 1st, a civil magistrate competent to administer oaths; 2d, a judge advocate; 3d, the recorder of a garrison or regimental court-martial; 4th, the adjutant of a regiment; 5th, a commissioned officer.

1033. No officer making returns of property shall drop from his return any public property as worn out or unserviceable until it has been condemned, after proper inspection, and ordered to be so dropped.

1039.* Every officer of the United States who shall receive public money which he is not authorized to retain as salary, pay, or emolument, will render his accounts monthly; and such accounts, with the vouchers necessary to the correct and prompt settlement thereof, shall be rendered direct to the proper accounting officer of the Treasury, and be mailed or otherwise forwarded to its proper address within ten days after the expiration of each successive month. And in case of the non-receipt at the Treasury of any accounts within a reasonable and proper time thereafter, the officer whose accounts are in default will be required to furnish satisfactory evidence of having complied with this

paragraph; and for any default on his part the delinquent officer shall be deemed a defaulter and be subject to all the penalties prescribed by law.—(Act July 17th, 1862.)

1049.* Contracts shall be made in quintuplicate; one to be kept by the officer, one by the contractor, two to be sent to the military bureau—one of which for the office of the Second Comptroller of the Treasury—and one copy to the Return Office of the Department of the Interior, within thirty days after the contract is made; together with all proposals, and a copy of any advertisement published by the officer making the contract touching the same, attached and verified in the manner required by the act approved June 2, 1862.

1053. It is the duty of every commanding officer to enforce a rigid economy in the public expenses.

* Revised.

LIST OF FORMS.

- No. 1. Poster.
- No. 2. Form for Examining Recruits.
- No. 3. Enlistments.
- No. 4. Enlistments for Volunteers.
- No. 5. Re-enlistments.
- No. 6. Tri-monthly Report.
- No. 7. Tri-monthly Report for Dépôt.
- No. 8. Return of Regimental Recruiting Party, both Regular and Volunteer.
- No. 9. Return of Regimental Recruiting Service.
- No. 10. Return of Recruiting Party (General Service.)
- No. 11. Return of General Recruiting Service.
- No. 12. Consolidated Return of Recruiting for State.
- No. 13. Descriptive List.
- No. 14. Muster and Descriptive Roll of Recruits.
- No. 15. Account of Clothing issued to Recruits.
- No. 16. Estimate of Funds.
- No. 17. Summary Statement.
- No. 18. Account Current.
- No. 19. Abstract of Disbursements.
- No. 20. Officers' Transportation.
- No. 21. Transportation of Recruits.
- No. 22. Purchases.
- No. 23. Commutation of Quarters.
- No. 24. Postage.
- No. 25. Pay Roll of Premiums.
- No. 26. General Voucher.
- No. 27. Abstract of Lodgings.
- No. 28. Contract for Subsistence.
- No. 29. Voucher for purchase of Rations.
- No. 30. Abstract of Rations issued.
- No. 31. Property Return.

(No. 1.)

UNITED STATES ARMY.

RECRUITING SERVICE.

WANTED, for the UNITED STATES ARMY, able-bodied *unmarried* MEN, between the ages of 18 and 35 years, not less than 5 feet 3 inches high, and of good character. A minor will not be enlisted without the written consent of his parent or guardian.

The term of service of persons enlisting after January 1, 1863, is FIVE YEARS. The soldier will be entitled to the same bounties, in every respect, as those allowed, or to be allowed, to men of the volunteer service.

By good conduct and attention to duty, a soldier will certainly rise to the position of a non-commissioned officer, and from this class the law provides that meritorious men may be selected, as the wants of the service may require it, for promotion to the rank of commissioned officers of the Army. The following is the rate of pay as now established:

GRADE.	Pay of artillery and infantry soldiers, and of cavalry when serving on foot.			Pay of light artillery soldiers, and of cavalry, when mounted.		
	Pay per month.	Pay per year.	Pay for 5 years.	Pay per month.	Pay per year.	Pay for 5 years.
	Dollars.			Dollars.		
To a serg't major, quartermaster serg't, commissary serg't, principal musician and chief trumpeter—each.	21	252	1,260	21	252	1,260
To the first sergeant of a company.-----	20	240	1,200	20	240	1,200

Ordnance sergeants.....	22	264	1,320
Hospital stewards.....	30	360	1,800
Other sergeants—each.....	17	204	1,020	1,020
Corporals.....	13	156	780	840
Buglers.....	12	144	720	780
Musicians.....	12	144	720
Farriers and blacksmiths.....	15	180	900	900
Artificers.....	15	180	900
Privates.....	13	156	780	780

In addition to the pay as above stated, one ration per day and an abundant supply of good clothing are allowed to every soldier. Quarters, fuel, and medical attendance are always provided by the government without deduction from the soldier's pay. If a soldier should become disabled in the line of his duties, the laws provide for him a pension, or he may, if he prefer it, obtain admission into the Soldier's Home, which will afford him a comfortable home so long as he may wish to receive its benefits.

The Recruiting Officer will give all other information which may be desired.

Apply at _____, Recruiting Officer.
 Recruiting Rendezvous.

(No. 2.)

FORM FOR EXAMINING A RECRUIT.

[To be filled up according to directions in Tripler's Manual, pages 114, 115, 116, 117.]

RECRUIT, _____, age _____, occupation _____, born in _____,
presented by _____.

1. Have you ever been sick?
When, and of what diseases?
 2. Have you any disease now, and what?
 3. Have you ever had fits?
 4. Have you ever received any injury or wound upon the head?
 5. Have you ever had a fracture, a dislocation, or a sprain?
 6. Are you in the habit of drinking? Or have you ever had the
"horrors?"
 7. Are you subject to the piles?
 8. Have you any difficulty in urinating?
 9. Have you been vaccinated, or had the small pox?
- Head.
Ears.
Face.
Eyes and Appendages.
Nose.
Organs of Mastication and Voice?
Neck.
Chest.
Abdomen.
Genital and Urinary Organs.
Vertebral Column.
Superior Extremities.
Inferior Extremities.

REMARKS.

DATE:

RENDEZVOUS:

_____,
Inspecting Surgeon.

(One copy only, which will be sent with the recruit to his Regiment, for file at Regimental Headquarters.

(No. 3.)

STATE OF——, TOWN OF ——.

I, ——, born in ——, in the State of ——, aged —— years, and by occupation a ——, DO HEREBY ACKNOWLEDGE to have voluntarily enlisted this —— day of ——, 18——, as a SOLDIER in the ARMY OF THE UNITED STATES OF AMERICA, for the period of FIVE YEARS, unless sooner discharged by proper authority: Do also agree to accept such bounty, pay, rations, and clothing, as are, or may be established by law. And I, ——, do solemnly swear, that I will bear true faith and allegiance to the UNITED STATES OF AMERICA, and that I will serve them honestly and faithfully against all their enemies or opposers whomsoever; and that I will observe and obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the Rules and Articles of War.

Sworn and subscribed to, at ——, }
 this —— day of ——, 18—. }
 BEFORE ——.

I CERTIFY, ON HONOR, That I have carefully examined the above named Recruit, agreeably to the General Regulations of the Army, and that in my opinion he is free from all bodily defects and mental infirmity, which would, in any way, disqualify him from performing the duties of a soldier.

—— ———, *Examining Surgeon.*

I CERTIFY, ON HONOR, That I have minutely inspected the Recruit, —— ———, previously to his enlistment, and that he was entirely sober when enlisted; that, to the best of my judgment and belief, he is of lawful age; and that, in accepting him as duly qualified to perform the duties of an able-bodied soldier, I have strictly observed the regulations which govern the recruiting service. This soldier has —— eyes, —— hair, —— complexion, is —— feet —— inches high.

—— ———, *Recruiting Officer.*

(TRIPPLICATES.)

(Back of No. 2.)

DECLARATION OF RECRUIT.

I, ———, desiring to ENLIST in the ARMY OF THE UNITED STATES for the term of FIVE YEARS, DO DECLARE, that I am ——— years and ——— months of age; that I have neither wife nor child; that I have never been discharged from the United States service on account of disability or by sentence of a court-martial, or by order before the expiration of a term of enlistment; and I know of no impediment to my serving honestly and faithfully as a soldier for five years.

GIVEN at ———, ———
 the ——— day of ———
 Witness: ———.

No. ———

Enlisted at ———
 18 ,
 By ———
 Regiment of ———
 ———
 ——— enlistment; last served in Company ()
 Reg't of ———
 Discharged ——— 18 .

CONSENT IN CASE OF MINOR.

I ———, DO CERTIFY, that I am the ——— of ———; that the said ——— is ——— years of age; and I do hereby freely give my consent to his enlisting as a SOLDIER in the ARMY OF THE UNITED STATES for the period of FIVE YEARS.

GIVEN at ———, ———
 the ——— day of ———
 Witness: ———.

(No. 4.)

VOLUNTEER ENLISTMENT.

STATE OF ———, TOWN OF ———.

I, ———, born in ———, in the State of ———, aged ——— years, and by occupation a ———, DO HEREBY ACKNOWLEDGE to have volunteered this ——— day of ———, 186—, to serve as a SOLDIER in the ARMY OF THE UNITED STATES OF AMERICA, for the period of THREE YEARS, unless sooner discharged by proper authority: Do also agree to accept such bounty, pay, rations and clothing, as are, or may be, established by law for volunteers. And I, ———, do solemnly swear, that I will bear true faith and allegiance to the UNITED STATES OF AMERICA, and that I will serve them honestly and faithfully against all their enemies or opposers whomsoever; and that I will observe and obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the Rules and Articles of War.

Sworn and subscribed to, at ———, }
 this ——— day of ———, 186—. }
 BEFORE ———.

I CERTIFY, ON HONOR, That I have carefully examined the above named volunteer, agreeably to the General Regulations of the Army, and that in my opinion he is free from all bodily defects and mental infirmity, which would, in any way, disqualify him from performing the duties of a soldier.

———, *Examining Surgeon.*

I CERTIFY, ON HONOR, That I have minutely inspected the Volunteer, ———, previously to his enlistment, and that he was entirely sober when enlisted; that, to the best of my judgment and belief, he is of lawful age; and that, in accepting him as duly qualified to perform the duties of an able-bodied soldier, I have strictly observed the regulations which govern the recruiting service. This soldier has ——— eyes, ——— hair, ——— complexion, is ——— feet ——— inches high.

——— *Regiment of ——— Volunteers.*

(DUPLICATES.)

———, *Recruiting Officer.*

(Back of No. 4.)

DECLARATION OF RECRUIT.

I, ———, desiring to VOLUNTEER as a Soldier in the ARMY OF THE UNITED STATES, for the term of THREE YEARS, DO DECLARE, That I am ——— years and ——— months of age; that I have never been discharged from the United States service on account of disability or by sentence of a court-martial, or by order before the expiration of a term of enlistment; and I know of no impediment to my serving honestly and faithfully as a soldier for three years.

GIVEN at ———,
the ——— day of ———

Witness: ———.

No. —

Volunteered at _____
18 ,

By _____
Regiment of _____

— enlistment; last served in Company ()
Reg't of _____
Discharged _____ 18 .

CONSENT IN CASE OF MINOR.

I, ———, DO CERTIFY, That I am the ——— of ———; that the said ——— is ——— years of age; and I do hereby freely give my CONSENT to his volunteering as a SOLDIER in the ARMY OF THE UNITED STATES for the period of THREE YEARS.

GIVEN at ———,
the ——— day of ———

Witness: ———.

(No. 5.)

STATE OF ———, TOWN OF ———.

I, ———, born in ———, in the State of ———, aged ——— years, and by occupation a ———, DO HEREBY ACKNOWLEDGE to have voluntarily "re-enlisted" this ——— day of ———, 18—, as a SOLDIER in the ARMY OF THE UNITED STATES OF AMERICA, for the period of FIVE YEARS, unless sooner discharged by proper authority: Do also agree to accept such bounty, pay, rations, and clothing, as are, or may be, established by law. And I, ———, do solemnly swear, that I will bear true faith and allegiance to the UNITED STATES OF AMERICA, and that I will serve them honestly and faithfully against all their enemies or opposers whomsoever; and that I will observe and obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the Rules and Articles of War.

Sworn and subscribed to, at ———, }
 this ——— day of ———, 18—. }
 BEFORE ———.

—————.

I CERTIFY, ON HONOR, That I have carefully examined the above named soldier, agreeably to the General Regulations of the Army, and that in my opinion he is free from all bodily defects and mental infirmity, which would, in any way, disqualify him from performing the duties of a soldier.

—————, *Examining Surgeon.*

I CERTIFY, ON HONOR, That I have minutely inspected the Soldier, ———, previously to his re-enlistment, and that he was entirely sober when enlisted; that, to the best of my judgment and belief, he is of lawful age; and that, in accepting him as duly qualified to perform the duties of an able-bodied soldier, I have strictly observed the regulations which govern the recruiting service. This soldier has ——— eyes, ——— hair, ——— complexion, is ——— feet ——— inches high.

—————, *Recruiting Officer.*

RECEIVED of ———, of the United States Army, this ——— day of ———, 18—, ——— dollars, being by way of bounty, for "Re-enlisting" in the army of the United States, for five years.

\$—————
 —————.

Witness: ———.

(TRIPPLICATES.)

(Back of No. 5.)

CONSENT IN CASE OF MINOR.

I, ———, DO CERTIFY, that I am the ——— of ———; that the said ——— is ——— years of age; and I do hereby freely give my CONSENT to his enlisting as a SOLDIER in the ARMY OF THE UNITED STATES for the period of FIVE YEARS.

GIVEN at ———,

the ——— day of ——— ,

Witness: ——— .

No. —

Re-enlisted at

18 ,

By

Regiment of

——— enlistment; last served in Company ()

——— Reg't of

Discharged ——— 18 .

NOTE.—The date on which a rendezvous is established, will be stated on the first subsequent Tri-monthly Report; when broken up, on a report made at that date.

This report, properly endorsed, will be forwarded, without a letter of transmittal, direct to the Adjutant General's Office, on the 10th, 20th, and last day of the month.

STATION:

(TRIPLICATES.)

_____, _____,
_____—
Recruiting Officer.

(No. 7.)

Tri-monthly Report of _____, Superintendent of _____ Recruiting Service, stationed at the Depot of _____, from the _____ day of _____, to the _____ day of _____, 186 .

Number of recruits received at depot in last ten days.	Number of officers at depot.	Number of officers detached at other recruiting stations.	Strength of permanent company.	Total enlisted men on detached service as permanent party at other stations.	Strength of company of select recruits.	Number of disposable recruits.	Number detached from depot in last ten days.	Number discharged in last ten days.	Number deserted in last ten days.	
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RENDEZVOUS IN CHARGE OF THE DEPOT COMMANDER.

STATION.	NAMES OF OFFICERS. (All at each station.)	RANK.	REGIMENT.	No. of enlisted men in permanent party.	REMARKS.

NOTES.—1. The strength, destination, and date of departure of detachments which leave the depot within the period embraced in the Report will be given.

2. The names of officers who arrive and depart will be given in like manner, and all changes of the stations of officers or rendezvous.

3. The letter, present strength, and names of officers, of companies, organizing or reorganizing at the depot, will be given, and the supposed length of time required to fit them for the field.

REMARKS:

STATION:
DATE:

(DUPLICATES.)

_____,
Commanding Depot.

(No. 8.)

Return of the Regimental Recruiting Party at _____, under charge of _____, of the _____ Regiment of _____, for the month of _____, 18 _____.

ALTERATIONS SINCE LAST RETURN.										NOTE 1.—The date a rendezvous (except at a garrisoned post) is opened, or closed, will be here stated.									
RECRUITING PARTY AND RECRUITS.					Present and absent.														
Present.		Absent.		Without leave.	With leave.	Commissioned Officers.	Enlisted men.	Commissioned Officers.	Enlisted men.										
		Recruits.	Privates.								Recruits.	Commissioned Officers.	Enlisted men.						
Captains.										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
Subalterns.										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
Sergeants.										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
Corporals.										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
Musicians.										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
Privates.										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
Recruits.										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
Recognised as deserters from Regiments.										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
Commissioned Officers.										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
Enlisted men.										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						
										Enlisted this month.	From other stations.	From civil authority.	From desertion.						

Names of Enlisted Men, required in explanation of "Alterations since last Return," &c.

NAMES. (See Note 2.)		ENLISTED.		By whom.	Period.
		When.	Where.		

(DUPLICATES.)

(This form will also be used by officers on Volunteer Recruiting Service, in making their returns to their respective Superintendents.)

_____, Recruiting Officer.

10.)

of — — of the — — Regiment of — —, for the month of — —, 18—.

SINCE LAST RETURN.

NOTE 1.—The day on which an officer joins, is transferred, or relieved; the date a rendezvous is opened, or closed, and the names of citizen surgeons, when employed, will be here inserted.

TRANSFER'D		DISCHARG'D	
To recruiting stations.		Expiration of service.	
To principal depôt.		For disability.	
To regiments.		By civil authority.	
To civil authority.		Rejected recruits.	
		Died.	
		Deserted.	

the "Alterations since last Return," &c.

Date of transfer.	
Date of discharge.	
Date of death.	
Date of desertion.	
Date of recognition as deserters from regiments.	

NOTE 2.—All transfers, (except to the dépôt or to regiments,) all discharges, deaths, desertions, apprehensions, &c., the real and assumed names, company and regiment of recognised deserters, will be here inserted.

_____, *Recruiting Officer.*

(No. 11—

Names of Enlisted Men required in explanation

No.	NAMES. (See note.)	ENLISTED.				DATE OF JOINING.	
		When.	Where.	By whom.	Period.	From civil authority.	From desertions.

Detachments ordered from principal Dépôt and Recruiting

	STRENGTH OF DETACHMENT.						Names, Rank, and Regiment of Officers on duty with the Detachment.
	Sergeants.	Corporals.	Musicians.		Privates.	Total.	
1st.							

Continued.)

of the "*Alterations since last Return,*" &c.

Date of transfer.	Date of discharge.	Date of death.	Date of desertion.	Date of recognition as deserters from Regiments.	NOTE.—All transfers (except to the Dépôt or to Regiments,) all discharges, deaths, desertions, apprehensions, &c., the real and assumed names, company and regiment of recognized deserters, will be here noted.

Stations, to Regiments and Posts, since last Return.

To what Post, Regiment, or Company, ordered.	Date of departure.	Remarks.

HEADQUARTERS OF THE ——— RECRUITING SERVICE.

STATION:

DATE:

———, *Superintendent.*

(No.

Consolidated Return of the Volunteer Recruiting Service in the State of _____,

RANK.	NAMES.	REGIMENT.	STATIONS.	RECRUITING PARTIES AND									
				Present.							Absent.		
				Field Officers.	Captains.	Subalterns.	Sergeants.	Corporals.	Musicians.	Privates.	Recruits.	Recognised as deserters from Regiments.	Commissioned Officers. Enlisted men.
												With leave.	Without leave.
												Commissioned Off- cers.	Enlisted men.
												Commissioned Off- cers.	Enlisted men.
	Disposable recruits in dépôt.....												
	Aggregate.....												

Names of Enlisted Men, required in explanation

No.	NAMES. (See note 3.)	ENLISTED.				DATE OF JOINING.	
		When.	Where.	By whom.	Period.	From Desertion.	From civil authority.

(Return for Superintendents of Vol. Recruiting Services.)

(DUPLICATES.)

(No.

Descriptive List and Account of

NOTES.

1. The amount of additional pay, if any, for former services under the act of August 4, 1854, must be carefully noted in the exact words used on the *Muster Roll*.
2. Likewise, the amount due the soldier for a *certificate of merit*, or in lieu of a *commission*, under sec. 4, act of August 4, 1854, in the exact words used on the *Muster Roll*.
3. So, also, of any other *extra* pay, for which he may be mustered, *ex. gr.* as *Acting Hospital Steward*, as *Saddler*, &c., and which may be *still due* him.
4. In the column headed "BOUNTY PAID," must be entered the *whole* amount *hitherto paid* him; in that of "BOUNTY DUE," the *whole* amount *yet due*, on account of the bounty provided by sec. 3, act of June 17, 1850.
5. The amount of RETAINED PAY due, at *date*, will be carefully stated.

No.	NAMES.	RANK.	DESCRIPTION.						WHERE BORN.		OCCUPATION.
			Years of age.	Eyes.	Hair.	Complexion.	Feet.	Inches.	State or kingdom.	Town or county.	

I CERTIFY that th

(One copy only to be furnished, unless the first copy has been lost or destroyed.)

13.)

Pay and Clothing of ————.

- NOTES. {
6. Stoppages for *loss or damage* done to *arms* or other *public property* must be noted, and the *articles*, and *particular damage* to each specified.
 7. When stoppages are due, under sentence of a Court Martial, a *transcript of the same* must be entered here; and the amount *already stopped*, must be *carefully stated*.
 8. In *every case of desertion*, the *date*, and that of *delivery*, or *apprehension*, must be given, together with a correct transcript of the order of *sentence* or *pardon*.
 9. A *careful settlement of the man's CLOTHING ACCOUNT* must be made, to *date*, and the amount DUE TO, or FROM him must be *precisely stated*.
 10. Should the man have been engaged in any *action*, or *skirmish*, it must be mentioned, together with *date* and *place*.
 11. A *full and particular mention* will be made of any *wounds* he may have received in *action*, or *other injury*, whilst in the *line of his duty*.

ENLISTED.				LAST PAID.		BOUNTY. (Act of June 17, 1850.)		REMARKS.
When.	Where. (Town and State.)	By whom.	Period.	By Paymaster.	To what time.	Paid \$ (See note 4.)	Due \$ (See note 4.)	

above is a correct transcript from the Records of ————.

STATION

DATE:

—————,
—————.

(No.

*Muster and Descriptive Roll of a Detachment of United States Recruits,
of ———, stationed at ———,*

No.	<p>NAMES.</p> <p>(The names of the commissioned officers accompanying each detachm't to be written at the head of the roll of such detachment, and the names of the enlisted men composing it to follow in <i>alphabetical</i> order.)</p>	Rank.	DESCRIPTION.											LAST PAID.				
			Where born.	Age.	Occupation.	When.	Enlisted.				Complexion.	Height.		By Paymaster.	To what time.			
							Where. (Town and State.)	By whom.	Period.	Eyes.		Hair.	Feet.			Inches.		
<p>RECAPITULATION.</p> <p>To be filled up by the commander of the detachment after the arrival of the recruits at the post.</p>			Commissioned Officers.	Sergeants.	Corporals.	Musicians.	Recruits.	Total commissioned.	Total enlisted.	Aggregate.	<p>I certify, on honor, that this "Recapitulation," and the "Remarks" set opposite the names of this Detachment of Recruits by me, are correct.</p> <p>Station : _____</p> <p>Date : _____</p> <p>_____ Commanding the Detachment.</p>							
Present.	<p>{ For duty</p> <p>{ Sick</p> <p>{ In arrest or confinement.</p>										<p>Record of events which may be useful for future reference at the Adjutant General's Office.</p>							
Absent.	<p>{ Left sick on the march...</p> <p>{ In arrest or confinement.</p>																	
Strength, present and absent.																		
Alterations on the march.	<p>{ Discharged ...</p> <p>{ Transferred ...</p> <p>{ Died.</p> <p>{ Deserted ...</p> <p>{ Apprehended.</p>																	

(TRIPPLICATES.)

14)

forwarded by _____ for the Companies of the _____ Regiment
pursuant to _____ dated _____.

BOUNTY.		Date of first muster.	NAMES. (This column to be filled up by the officer in command of the detachment, or by the commanding officer of the post when no commissioned officer accompanies it, and to include only the names of those present on the day of arrival at the post.)	Letters of companies, to which assigned.	REMARKS.
Paid.	Due.				
Dollars.	Dollars.				
					1.—The command exercised by any officer accompanying the detachment, with the date of assuming or being relieved therefrom, and the names of the officers relieved, to be stated. 2.—The date and place of all deaths, transfers, discharges, desertions and apprehensions, to be noted; also any other information which may be necessary or useful for the records of the Adjutant General's Office.

I certify, on honor, that this Muster and Descriptive Roll is correct, and that it exhibits the true statement of this Detachment of Recruits.

STATION:

DATE:

_____,
Superintendent.

This Detachment of Recruits has been minutely inspected this _____ day of _____, 186____, by the undersigned, and the Surgeon of the Post, agreeably to regulations; and the recruits are found to be _____.

STATION:

DATE:

_____,
Commanding.

NOTE 1.—The commanding officer of the post, after stating the result of the inspection, and referring to the report of the Board of Inspectors, (should it have been found necessary to organize such Board,) will add to his certificate such general remarks relative to the appearance, quality, &c., of the recruits, as, in his judgment, the facts may justify. He will also make out and retain a correct copy of this Muster and Descriptive Roll for the information of company commanders, and forward the original roll without delay to the Adjutant General's Office.

NOTE 2.—Three copies of this roll should be made out; one to be retained by the Superintendent, one to be sent immediately to the Adjutant General, and the third to accompany the detachment, and to be disposed of as directed in Note 1.

No.	NAMES. (In alphabetical order.)
	Cap complete.
	Coat complete.
	Woollen Overalls, pairs of.
	Cotton Overalls, pairs of.
	Woollen Jackets.
	Cotton Jackets.
	Cotton Shirts.
	Flannel Shirts.
	Boots, pairs of.
	Stockings, pairs of.
	Blanket.
	Forage Cap.
	Great Coat.
	Leather Stock.
	Drawers, pairs of.
	Haversack.
	Knapsack.
	Total money value.
	Rs.
	P.
	REMARKS.

GIVEN this — day —, 18—, at —.

(One copy to accompany the copy of the Muster and Descriptive Roll, which goes with the Detachment of Recruits.)

(No. 16.)

Estimate of Recruiting Funds required for the — during the quarter ending —, 18—.

Names.	Rank.	Regiment.	Station.	Amount re-quired.		Amount on hand to be deducted.		Amount to be supplied.		Remarks.
				Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	
										NOTE.—The Superintendent will give in this column the name of the <i>place</i> where he wishes the funds to be deposited.
Total amount to be supplied.....										

(DUPLICATES.)

—, Superintendent.

(No. 17.)
MONTHLY SUMMARY STATEMENT.

THE UNITED STATES in account with ———, at ———, in the month of ———, 18—.

Dr. Cr.

To amount of expenditures within the month				By balance per last statement...		
To amount of advance made to...				By cash received from ———		
				By cash received from Treasurer of the United States, being amount of warrant No. —		
Balance due the United States, carried to next statement.....						
\$				\$		

I CERTIFY, That the above is a true statement of all the moneys which have come into my hands, on account of the recruiting service, during the month of ———, 18—, and that the disbursements have been faithfully made. The balance due to the United States is deposited in ———.

—————, Recruiting Officer.

NOTE.—No vouchers accompany this statement.

(DUPLICATES.)

(No. 18.)

DR. THE UNITED STATES *in account current with* ———. CR.

Date.		Dolls.	Cts.	Date.		Dolls.	Cts.
186 .	For ———			186 .	By ———		

I CERTIFY, on honor, that the above statement is correct; that the expenditures have been faithfully made for the objects expressed in the vouchers, and that the balance of ——— dollars and ——— cents is due to ———.

DATE:

STATION:

———, *Recruiting Officer.*

Recruits enlisted by ———, of the ——— Regiment of ———, stationed at ———, for the quarter ending ———, 186—.

No.	NAMES. (To be arranged and numbered in alphabetical order by months—the enlistment in each month being kept distinct.)	Rank.	Date of Enlistment.	RE-ENLISTED SOLDIERS.						REMARKS.
				Regiment.	Letter of company in which last mustered.	Date of expiration of prior enlistment.	Letter of company in which re-enlisted.	“Three months’ extra pay,” (to re-enlisted soldiers.)		
								Due.	Paid.	

(TRIPLICATES.)

(No. 19.)

Abstract of Disbursements on account of Contingencies of the Recruiting Service, by ———, in the quarter ending ———, 18—, at ———.

No. of voucher.	Date of pay- ment.	To whom paid.	On what ac- count.	Amount.	
				Dolls.	Cts.
			NOTE.—Recruiting officers will explain in full in this column the reason and object of the expenditure.		
			Total.....		

(QUADRUPLICATES.)

———, Recruiting Officer.

OFFICERS' TRANSPORTATION.

NOTE.—This voucher will be made in the name of the officer, and accompanied by a certified copy of the authority, or a full explanation of the necessity, for the trip.

THE UNITED STATES,		To _____,	DR.
Date.			
From _____ of _____, to _____ of _____, 186—.	For expenses incurred for transportation of self, and portorage, in travelling from _____ to _____, being _____ miles— Viz: Stage fare..... Steamboat fare..... Railroad fare.....		
	Dolls.	Cts.	

I CERTIFY, on honor, that the above account is correct and just; that I have performed the journey, and under the order hereunto annexed, and necessarily incurred the expenses as above; that I have travelled in the customary reasonable manner, and on recruiting service; that I have not been furnished with public transportation, or money in lieu thereof, for any part of the route.

RECEIVED, at _____, the _____ of _____, 186—, of _____, Recruiting Officer, _____ dollars and _____ cents, in full of the above account.

(DUPLICATES.)

(No. 21.)

TRANSPORTATION OF RECRUITS.

THE UNITED STATES,

To ——— ———,

DR.

186 .		Dollars.	Cents.
	For transportation of 40 recruits en route to ——— from ——— to ———, being 400 miles, at \$—— each.....		

I CERTIFY that the above account is correct and just; the services were rendered as stated, and were necessary for the public service; the recruits are named on my account current for quarter ending ———, 186—.

————— .

RECEIVED, at ———, the — of ———, 186—, of ——— ———, Recruiting Officer, the sum of ——— dollars and ——— cents, in full of the above account.

————— .

(DUPLICATES.)

NOTE.—This voucher must be made in name of company or person furnishing the transportation, and must show by whom the recruits were enlisted and the final destination of the party.

(No. 22.)

PURCHASES.

THE UNITED STATES,

To ———— ,

Dr.

186 .	For—		
	5 cords of wood.		
	300 pounds of coal.		
	50 bushels of coal.		
	50 pounds of straw.		
	4 quires paper.		
	2 lead pencils.		
NOTE.—Allowances of fuel, straw, and stationery, are fixed by pars. 1068 and 1260 General, and 958-'9 Recruiting Regulations.			

I CERTIFY that the above account is correct and just; the articles will be accounted for on my property return for the quarter ending the — day of —, 186—.

———, *Recruiting Officer.*

RECEIVED, at Albany, N. Y., this — day of —, 186—, of ———, Recruiting Officer, — dollars and — cents, in full of the above account.

——— .

(DUPLICATES.)

NOTE.—This voucher should be made in name of person or firm furnishing the articles.

(No 23.)

THE UNITED STATES,

To _____,

DR.

Date.		Dollars.	Cents.
	For commutation of quarters while on Recruiting Service at _____, from the _____ of _____, 186—, to the _____ of _____, 186—, inclusive.....		
	For rooms, at _____ dollars each, per month.....		
	For commutation of fuel for the same period:		
	For myself, _____ cords _____ feet _____ inches, at _____ dollars per cord..		
	For my servant, _____ cords _____ feet _____ inches, at _____ dollars per cord.....		
			\$

I CERTIFY that there were no quarters owned or hired by the public at the above station which could be assigned to _____ during the above period, and that the fuel is charged at the average market price for the month. _____.

I CERTIFY that the above account is correct and just; that I have been regularly stationed on recruiting service at _____, by _____, during the period charged for; that I have not been furnished with quarters, rent, or fuel by the public, nor received a commutation of money in lieu thereof. _____.

_____, Recruiting Officer.

RECEIVED, at _____, the _____ of _____, 186—, of _____, Recruiting Officer of the U. S. Army, _____ dollars and _____ cents, in full of the above account.

_____, Recruiting Officer.

(DUPLICATES.)

NOTE.—The certificate must show by whose order the officer was stationed, and the account be accompanied by a copy of the order.

(No. 24.)

POSTAGE, &c.

THE UNITED STATES,

To ————, ,

DR.

186 .		Dollars.	Cents.
	For cash paid for postage on letters and packages on recruiting service, received and sent by him, from the — of —, 186—, to the — of —, 186—, inclusive		
	For cash paid for telegrams.....		
	NOTE.—Copies of telegrams must accompany voucher, and amount for each telegram must be given.		

I CERTIFY, on honor, that the foregoing account is correct and just; that the letters, packages, and telegrams, as above, were all on recruiting service, and that I have actually paid the amount charged.

—————

RECEIVED, at ———, the — of ———, 186—, of ———, Recruiting Officer, ——— dollars and ——— cents, in full of the above account.

—————

(DUPLICATES.)

NOTE.—This voucher can be made in the name of the officer.

(No. 25.)

We, the undersigned, do hereby acknowledge to have received from Lieut. _____, _____ Regiment of _____, Recruiting Officer, [or from _____, Mustering and Disbursing Officer,] the sums opposite our names, respectively, being in full for amounts due us for procuring and bringing to the rendezvous accepted recruits. Our names are placed opposite the names of recruits so furnished, and we have signed duplicates hereof.

Date.	No.	Name of Recruit.	Amount.	Name of Person procuring Recruits.*	Witness.	Remarks.

I CERTIFY that the above is correct; that the recruits accepted are "effective and able-bodied;" and that in accepting them, I have been strictly governed by paragraphs 925 and 926 Recruiting Regulations.
 _____, Lieut. _____ Infantry, Recruiting Officer.

(DUPLICATES.)

* The name of the recruit will appear in this column in case the money was paid to him.

(No. 26.)

THE UNITED STATES,

To ————, DR.

Date.		Dollars.	Cents.
	<p>NOTE.—This voucher will be used in cases where no other is prescribed.</p>		

I CERTIFY that the above account is correct and just, and that the expenditure was necessary for the public and on recruiting service.

_____,
Recruiting Officer.

RECEIVED ———— this ———— day of ————, 18—, of ————, Recruiting Officer, ———— dollars and ———— cents, in full of the above account.

\$

(DUPLICATES.)

(No. 27.)

Abstract of Lodgings furnished to Recruits stationed at _____, under command of _____, from _____ to _____, by _____, Special Contractor.

Date.	No. of Return.	Number of Men.	Number of Women.	Commencing.	Ending.	No. of days drawn for.	Total.	REMARKS.
Total number.....								

I CERTIFY that I have carefully compared the above abstract with the original returns now in my possession, and find the abstract correct.

_____, *Recruiting Officer.*

(DUPLICATES.)

NOTE.—An abstract of this form must accompany each voucher for payment for lodgings.

(No. 28.)

ARTICLES OF AGREEMENT, made and entered into this — day of —, anno Domini one thousand eight hundred and sixty—, between — —, an officer of the United States army, of the one part, and — —, of the county of — and State of —, of the other part.

This agreement witnesseth, That the said — —, for and on behalf of the United States of America, and the said — — heirs, executors and administrators, have covenanted and agreed, and by these presents do mutually covenant and agree, to and with each other, as follows, viz:

First. That the said — — heirs, executors, and administrators, shall supply, or cause to be supplied and issued, at —, all the rations, to consist of the articles hereinafter specified, that shall be required for the use of the United States recruits stationed at the place aforesaid, commencing on the — day of —, one thousand eight hundred and sixty—, and ending on the — of —, eighteen hundred and —, or such earlier day as the Commissary General may direct, at the price of — cents — mills for each complete ration.

Second. That the ration to be furnished by virtue of this contract shall consist of the following articles, viz: One and a quarter pound of fresh beef, or three-quarters of a pound of salted pork, eighteen ounces of bread or flour, and at the rate of eight quarts of beans or ten pounds of rice, ten pounds of coffee, fifteen pounds of sugar, four quarts of vinegar, and one and a half pounds of tallow, or one pound of sperm candles, four pounds of soap, and two quarts of salt, to every hundred rations, or the contractor shall furnish the men with good and wholesome board and lodgings, at the option of the recruiting officer; and the recruiting party shall have the privilege of hanging out a flag from the place of rendezvous.

Third. That fresh beef shall be issued at least thrice in each week, if required by the commanding officer.

Fourth. It is clearly understood that the provisions stipulated to be furnished and delivered under this contract shall be of the first quality.

Fifth. Should any difficulty arise respecting the quality of the provisions stipulated to be delivered under this contract, then the commanding officer is to appoint a disinterested person to meet one of the same description to be appointed by the contractor. These two thus appointed will have power to decide on the quality of the provisions; but should they disagree, then a third person is to be chosen by these two already appointed, the whole to act under oath, and the opinion of the majority to be final in the case.

Sixth. No member of Congress shall be admitted to any share herein, or any benefit to arise therefrom.

In witness whereof, the undersigned have hereunto placed their hands and seals the day and date above written.

WITNESS:

_____ [L. S.]
 _____ [L. S.]

(QUINTUPLICATES.)

EXTRACT.

* * * * *
 SEC. 13. *And be it further enacted,* That the army ration shall be increased as follows, viz: Twenty-two ounces of bread or flour, or one pound of hard bread, instead of the present issue, fresh beef shall be issued as often as the commanding officer of any detachment or regiment shall require it, when practicable, in place of salt meat; beans and rice or hominy shall be issued in the same ration in the proportions now provided by the regulation, and one pound of potatoes per man shall be issued at least three times a week, if practicable; and when these articles cannot be issued in these proportions, an equivalent in value shall be issued in some other proper food, and a ration of tea may be substituted for a ration of coffee upon the requisition of the proper officer: *Provided,* that after the present insurrection shall cease, the ration shall be as provided by law and regulations on the first day of July, eighteen hundred and sixty-one.

* * * * *
 Approved August 3, 1861.

THE UNITED STATES,

To ———, *Special Contractor*,

Dr.

186 .				
	<p>For rations issued to recruits under the command of ———, at ————, from ——— to ———, as per accompanying abstract:</p> <p>———— complete rations, at ——— cents.....</p> <p>———— lbs. extra soap, at ——— cents</p> <p>———— lbs. extra candles, at ——— cents.....</p>			
	Due contractor.....			\$

RECEIVED from ———, at ———, this ——— day of ———, 186—, ——— dollars and ——— cents, in full of the above account.

————, *Special Contractor*.

(DUPLICATES.)

(No. 30.)

Abstract of Rations issued to Recruits stationed at ———, under command of ———, from ——— to ———, by ———, Special Contractor.

Date.	No. of Return.	Number of Men.	Number of Women.	Commencing.	Ending.	No. of days drawn for.	No. of complete rations.	REMARKS.
Total number of complete rations.....								

I CERTIFY that I have carefully compared the above abstract with the original returns now in my possession, and they amount to ——— complete rations.
(DUPLICATES.)
————, Recruiting Officer.

(No. 31.)

Return of Recruiting Property received, issued, and remaining on hand at ———, during the quarter ending the — day of ———, 186—, by ———, Recruiting Officer, U. S. A.

FROM WHOM RECEIVED.	Date.	No. of voucher, &c.	STATIONERY.					OFFICE FURNITURE, &c.					REMARKS.
			Letter paper, quires.	Envelopes.	Pens.				Desks.	Tables.	Chairs.	Straw, lbs.	
On hand per last statement.....													
Received from Lieutenant A. B.....													
Purchased.....													
Total to be accounted for.....													
Transferred to Lieutenant C. D.....													
Expended for Office purposes, &c....													
Total issued and expended													
Remaining on hand.....													

I CERTIFY that the above return is correct, and that the articles specified were actually and necessarily expended in the public service.

(DUPLICATES.)

————, Recruiting Officer.

NOTE.—Vouchers for purchasers not required with this return; but all property, of whatever kind, if purchased with recruiting funds, will be taken up on this return.

APPENDIX.

1. The Volunteer Recruiting Service will be conducted according to the " Regulations of the Recruiting Service" for the United States Army, as far as they are applicable, except where special directions have been given by the War Department. The existing directions are given in this appendix, and such others as may be necessary from time to time, will be published in General Orders from the Adjutant General's office.

2. The recruiting service in the various States for the volunteer forces already in service, and for those that may be received, is placed under charge of general superintendents for those States, respectively, with general depots for the collection and instruction of recruits.

3. Both the superintendents and the location of the depots are announced in orders from the Adjutant General's Office.

4. The superintendents detailed will take charge of the recruiting service in the various States to which they are assigned; they will take posts at their general depots, which will be under their immediate command. Upon the requisition of the superintendents a suitable number of volunteer officers, non-commissioned officers and privates, will be detailed for duty in the staff departments and as drill masters at the respective depots.

5. A disbursing officer of the fund for "collecting, drilling, and organizing volunteers," will be assigned to each depot, and will be under the direction of the superintendent.

6. Commanding officers of volunteer regiments, or independent companies, will take measures to keep the strength of their commands up to the maximum standard of organization.

7. For this purpose, two commissioned officers, with one non-commissioned officer or private from each company, will be detailed, from time to time, to report in person to the superintendents of the recruiting service for their respective States. The full number will not be detailed if a less number will suffice to fill up the regiment.

8. These officers and non-commissioned officers will be detailed for a tour of six months, and will be assigned as recruiting parties to rendezvous by the superintendents; if found inefficient or incompetent, they will be relieved and replaced by others.

9. Nominations for these details will be made by the colonels, and the order for detail given by Commanders of Departments or Army Corps.

10. Parties so detailed will recruit for their respective regiments, and not for the General Volunteer Service. They will, however, be under the direction of the general superintendent.

11. Immediately upon their arrival at their stations, or, if more convenient, upon their way thither, the commissioned officers thus detailed will report in person or by letter to the nearest United States mustering officer, who will give them instructions in the matters of recruiting, the expenses proper to be incurred therefor, and the rendition of their accounts with proper vouchers.

12. Mustering officers will muster into service and administer the oath of allegiance to such regiments or recruits brought to them, as may present conclusive evidence of their acceptance by the War Department.

13. The superintendents will establish the rendezvous, and so arrange for the rent, subsistence of recruits, and other expenses, that the charges may be reasonable, and that the bills therefor may be certified to by the recruiting officers in charge, and presented for payment to the disbursing officers at the general depôts.

14. Enlistments of volunteers will be made upon printed forms, to be furnished for the purpose similar to those established for the regular service. They will in all cases be made in *duplicate*.*

15. Recruits will be sent, as often as may be necessary, in small squads, to the general depôts, with a descriptive list and both copies of the enlistment of each man. The descriptive list will be examined, and, if correct, be filed with the records of the depôt. One copy of

*In the case of new regiments organized under G. O. No. 75, of 1862, enlistment papers will be made in *triplicate* and disposed of as directed in that order.

each enlistment will be delivered to the disbursing officer to assist him in the examination and verification of accounts, and will be sent with those accounts, at the end of each quarter, to the Second Auditor, at Washington. The second copy will be sent by the superintendent to the Adjutant General of the Army, with a consolidated return of the recruiting parties for the month, on the first day of the succeeding month, or as soon thereafter as practicable.

16. Recruiting officers will send to the superintendents a return of their recruiting parties for each month on the first day of the succeeding month. They will also make tri-monthly reports of the state of the recruiting service to the superintendent, and the superintendent will forward a consolidated tri-monthly report to the Adjutant General of the Army.

17. Superintendents will keep their depots supplied with sufficient clothing for issues to recruits, and with the arms necessary for their instruction.

18. Commanders of volunteer regiments, batteries, or independent companies requiring recruits, will make requisitions, approved by the commanding officers of their brigades, divisions, and departments, or corps d'armee, direct on the superintendents of the recruiting service for their respective States, who will furnish the necessary men, forwarding a descriptive list with them. Certified copies of this descriptive list will be forwarded at the same time to the Adjutant General of the Army, and to the Adjutant General of the State.

19. To facilitate the raising of volunteer regiments, officers recruiting therefor are authorized to muster their men into service as enrolled. As soon as mustered, these men will be sent, with descriptive lists, to the camps of rendezvous, at which places the oath of allegiance will be duly administered by a civil magistrate, or an officer of the regular army, preferably by the latter. The cost of transportation from place of muster-in to camps of rendezvous will be paid by the quartermaster at the latter station.

20. When the organization of regiments accepted to be raised within a specified time, is not completed at the expiration of that period, the companies and detachments thereof, already mustered into service, will be assigned to other regiments, at the pleasure of the War Department.

21. United States mustering and disbursing officers are detailed as such by orders from the Adjutant General's Office. They will disburse the fund "for collecting, drilling, and organizing volunteers." They will make requisitions for funds monthly upon the Adjutant General, United States Army. This fund is intended for the payment of all expenses that may be incurred therefor, as well as for the reimbursement to individuals of such amounts as have been already justly and actually expended by them in raising troops that have been, or may be, received into the service of the United States.

Reimbursements of expenses for organizations raised, or attempted to be raised, but not actually mustered into the United States service, will not be made.

Claims of States for expenditures heretofore made by them in raising volunteers, are provided for by separate and distinct appropriations, and will not be paid from the one now referred to.

22. Bills must set forth the place and time of expenditure, specifying each particular item and the amount, also the company and regiment for which the expense was incurred. They must also be accompanied by the receipt of the party to whom payment was made, and the certificate of the officer or person incurring the expense, that the amount charged is accurate and just, and that it was necessary for the public service, for troops raised for the United States.

23. Among expenses properly chargeable against the fund "for collecting, drilling, and organizing volunteers" may be enumerated:

1st. Rent of rendezvous or office for recruiting.

2d. Commutation of fuel and quarters for officers already mustered into service, when detached on recruiting duty.

3d. In organizing new Regiments of Volunteers, the subsistence of the recruits, prior to the completion of the organization, will be chargeable against the appropriation "for collecting, drilling, and organizing volunteers." After the organization of the regiments is completed, and they have been inspected by the mustering officer for the State, subsistence will be provided by the Subsistence Department. Whenever facilities for cooking can be furnished to the troops, whether in squads or larger bodies, subsistence will be issued in kind, as recognised in the regular service, (or if other articles are substituted, the cost of the whole must not exceed the regular supplies,) and will

be paid for at rates not exceeding the current prices at the place of purchase. If the rations cannot be contracted for at a reasonable rate, subsistence will be procured in bulk, and *issued* to the volunteers. In no case should the cost of the ration, uncooked, exceed nineteen cents, and at most of the points in the Western States it should not exceed fourteen cents. When cooking facilities cannot be furnished, contracts for the rations, cooked, may be made at reasonable rates, and the necessity for the same must be clearly stated on the accounts. When board and lodging are necessary, the prices for each should be stated, and the aggregate cost of both must not exceed forty cents per day.

4th. Necessary transportation of volunteers prior to completion of company organization and muster into service as a company. After completion of such organization and muster, transportation will be paid by the Quartermaster's Department. Transportation will be at the rate of two cents per mile for railroad travel, and at the current rates for stage and steamboat fare.

5th. Rent of grounds and buildings for camping purposes, cost of erection of quarters, of cooking stoves when absolutely necessary, of clerk and office hire when authorized by the Adjutant General, and of all expenses incidental to camps of rendezvous.

6th. Knives, forks, tin cups and tin plates for volunteers.

7th. Necessary medicines and medical attendance prior to organization of regiments, or the mustering in of the regimental surgeons.

8th. Actual railroad, stage, or steamboat fare necessarily incurred by authorized agents in raising or recruiting volunteers.

9th. Advertising. The officers recruiting will be authorized to advertise for recruits in not more than two English and, where necessary, two German daily papers, by short notices, for each rendezvous under their charge, and likewise to have, in cities, not more than two hundred posters or handbills for each company, and one-fourth of that number for the country.

10th. Fuel and straw, previous to company organization, according to the allowance for the regular army.

11th. All other expenses allowed for recruiting in the regular service not herein mentioned, and incurred for volunteers previous to their muster into the United States service.

24. Recruiting officers claiming reimbursement must specify in their bills the place and date of expenditure; the items and amount; the

company and regiment for which the expense was incurred; the names of the recruits, *accompanied* by the receipt of the party to whom payment was made, and by a certificate of the officer or person incurring the expense that the amount charged is accurate and just, and that it was necessary for the public service, and that the recruits were actually mustered into the United States service, after the expenditure was incurred.

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ERRATA.

Page 8, note, bottom line—for *five*, read *five*.

Page 12, fifteenth line from top—for “copies of this contract,” read *copies thereof*.

Page 14, sixth line from top—“but the printed,” &c., omit *but*.

Page 41, second note, should read: This report properly endorsed, will be forwarded, without a letter of transmittal, one copy direct to the Adjutant General’s Office, and one to the Superintendent, on the 10th, 20th, and last day of the month.

Page 61, second heading—for “for the quarter ending,” &c., read for the *month* ending, &c.

Page 62, heading—for “in the quarter ending,” read in the *month* ending.

Page 64, in certificate—for “on my account current for quarter,” &c., read on my account current for *month*, &c.

Page 75, note—for “purchasers,” read *purchases*.

Page 78, 3d line from top—for “at the end of each quarter,” read at the end of each *month*.

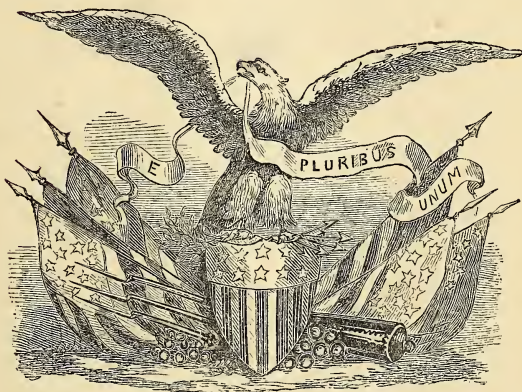


A
SYSTEM
OF
TARGET PRACTICE.

FOR THE USE OF TROOPS

WHEN ARMED WITH THE MUSKET, RIFLE-MUSKET, RIFLE,
OR CARBINE.

PREPARED PRINCIPALLY FROM THE FRENCH.



PUBLISHED BY ORDER OF THE WAR DEPARTMENT.

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1862.



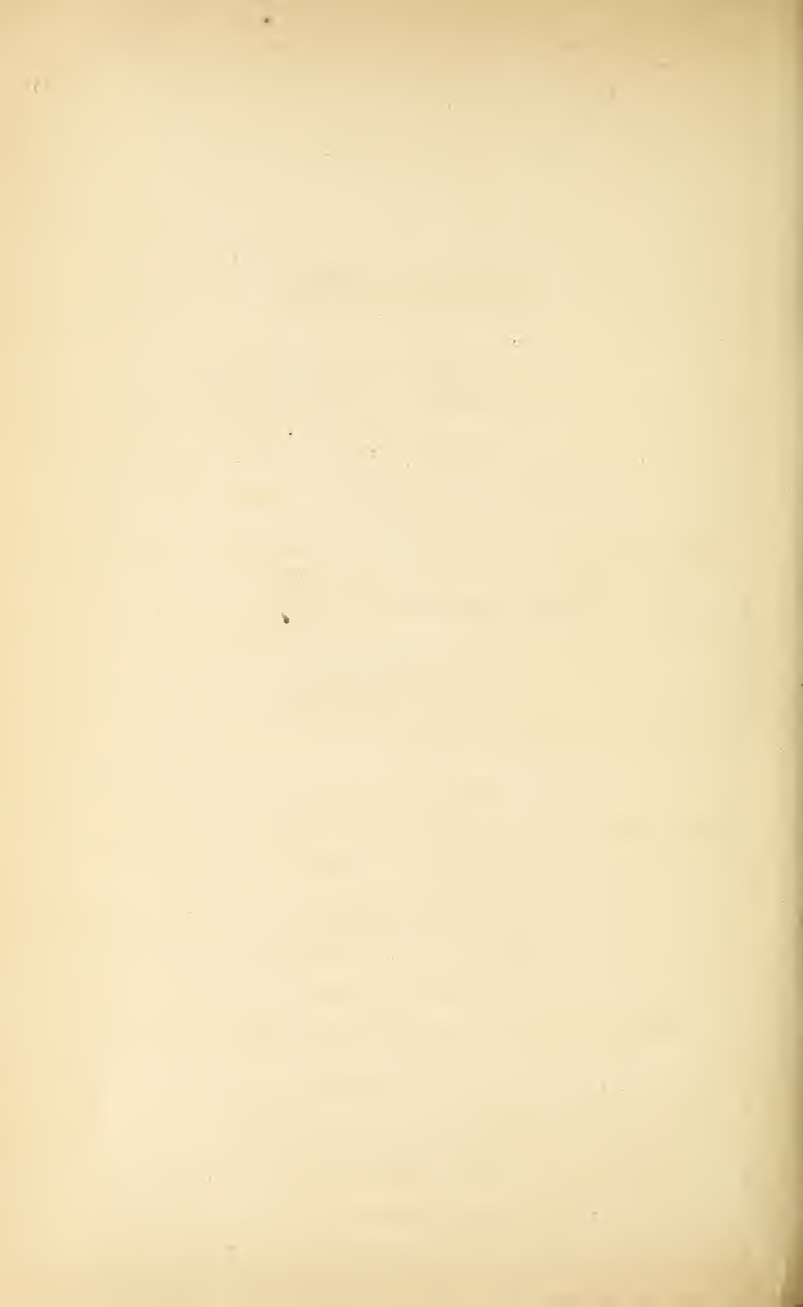
WAR DEPARTMENT,

WASHINGTON, *May* 30, 1862.

THIS system of Target Practice, prepared under direction of the War Department, having been approved, is adopted for the instruction of troops, when armed with the Musket, Rifle Musket, Rifle, or Carbine.

EDWIN M. STANTON,

Secretary of War.



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Target Practice.

THE inaccuracy of the soldiers of our army in firing has been a matter of surprise and regret to many officers. This has been especially remarked upon since the introduction of the expanding ball into our service.

When we reflect that many of the rank and file composing our army have never fired a gun previous to their enlistment, indeed, that some have never had a gun in their hands, it would be truly surprising were such men good shots.

The slow progress in attaining any thing like precision in firing is believed attributable, in a great measure, to ignorance of those principles which must govern all good marksmen when firing, the chief of which is a knowledge of aiming the piece correctly.

Persons accustomed to the use of fire-arms from their youth find no difficulty in aiming a gun correctly at an object. Not so, however, with the man who has never handled a gun. As simple as this appears, some men never can acquire it.

It will be found very generally to be a fact, that a soldier who habitually fires inaccurately has no idea of the principles which should govern him in aiming his piece.

An officer standing in the rear, or in front, of a man when aiming cannot detect inaccuracies of aim; but, if the soldier is made to place his gun on a suitable rest, and aim it at an object, the officer will immediately detect all errors, which having been pointed out, the soldier receives a useful lesson in

aiming his piece, which it will be easy for him to carry out when aiming from a prescribed position.

In order that fire-arms in the hands of soldiers may produce their full effect, it is necessary,

1st. That the soldier should have sufficient knowledge of the parts of his piece to enable him to take it apart and put it together again for the purpose of keeping it in order.

2d. That the soldier should know how to load his gun properly.* The School of the Soldier contains all that is necessary on this subject.

3d. That the rules for firing his piece should be known; that is to say, that he knows the manner of regulating his aim according to the distance of the object to be hit.

4th. That he should be practised in estimating distances within the range of his piece.

5th. That he should be able to take a position which enables him,

To aim with ease;

To keep the body steady, without constraint;

Not to incline the sights to the right or left;

To support the recoil.

6th. When pressing on the trigger to discharge the piece, not to derange his aim.

The above comprises all that is necessary for the soldier to know, and put in practice, in order that he may obtain the maximum effect of his arm.

By examining the details of instruction as given above, it will be seen that, in order that a soldier may be made familiar with them, it is not necessary to fire in reality.

The soldier should acquire the above by degrees. If the soldier's attention be at first confined to aiming his piece,

* An officer, *en route* to New Mexico with some two hundred recruits, reported that, having had occasion to examine the pieces of the men, he found at least one hundred pieces loaded with the ball-end of the cartridge inserted first.

he will more readily acquire this than if he were required to aim, and to take a prescribed position at the same time. Having acquired a knowledge of the principles of aiming his piece, and then a prescribed position, he will readily acquire the habit of aiming correctly from this position.

He should now learn the proper manner of pulling the trigger, and, when putting this in practice, to keep his piece steady.

The soldier will next be taught to support the recoil, and become accustomed to the report of his piece, by first using caps, and then blank cartridges.

Such appears to be the natural order of instruction to overcome the difficulties attending the proper use of his arm when firing. It is asserted, by the English and French, that soldiers, by the above course of instruction, have been made good shots without having fired a single ball.

In the spring of 1856, a company in our service, drilled in a similar manner, improved three hundred per cent. in accuracy of fire in six weeks' time.

The necessity of soldiers being able to estimate distances with some degree of accuracy is very evident. Without such knowledge, no accuracy of fire could be obtained when deployed as skirmishers; as the soldier is then compelled to rely upon his own judgment.

If to the above we join sufficient theoretical instruction strictly necessary to enable the soldier to aim his piece correctly, according to the distance of the object to be hit, we will certainly obtain, when firing, results far superior to those which would be obtained by passing immediately from the School of the Soldier to firing at a target. The instruction would not be complete if a soldier were only made to fire from the position which he would naturally take when standing, and not in ranks; or, in other words, when firing as a skirmisher, standing. Instruction in firing by file, by company, or rank, and by platoon, is necessary to complete the course.

The following practice will be repeated annually. The practice should commence as soon after January as possible.

At many of our Western posts game is abundant. Commanding officers are recommended to encourage the men to hunt; and for this purpose they are authorized to issue a small quantity of ammunition.

First Lesson.

EXERCISE PREPARATORY TO FIRING.

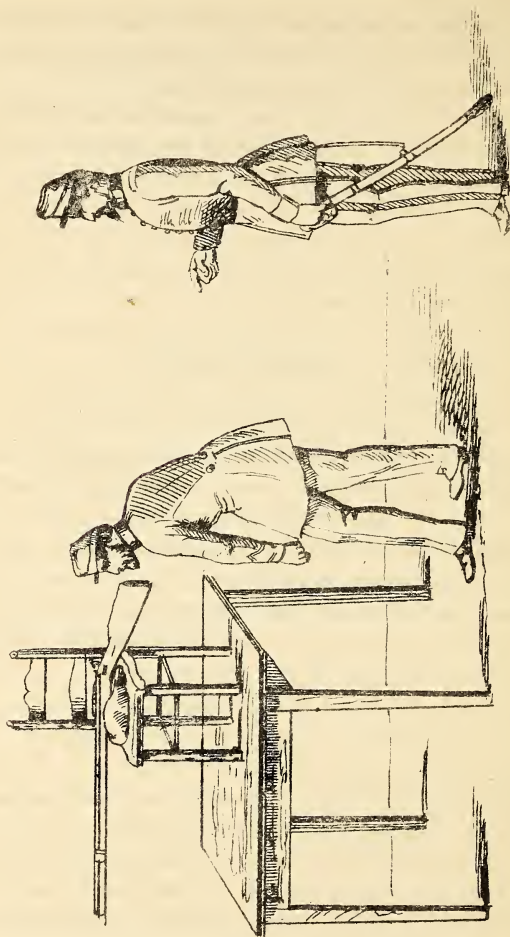
IN the exercises which constitute this lesson, the company will be divided into as many squads as there are instructors available. When the exercise is conducted on the drill-ground, the squads will be formed in one rank, with an interval of one pace between the files, and equipped as for drill. The bayonet, as a general rule, will be in the scabbard, unless otherwise directed.

ARTICLE I.

AIMING.

Instruction in aiming will be given at first in the quarters, if practicable. A bag, partially filled with sand or earth, is placed on a bench, the bench on a table: by striking the bag with the back of the hand, an indentation will be formed in which the piece can be rested. The piece is now placed on the bag, and aimed by the instructor on some object, such as a wafer on the wall, being careful that the sights incline neither to the right or left. He now points out to his squad the two points which determine the line of sight; that is, the top of the front or muzzle-sight, and the middle of the

Plate I.

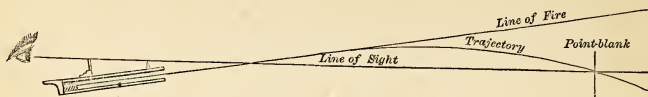


notch of the hausse or breech-sight. The instructor explains that aiming consists in bringing these two points, and the object aimed at, in the same right line.

Each man, in turn, placing himself behind the butt of the piece, without touching it, closing the left eye, looks through the middle of the notch of the breech-sight, over the top of the front sight, and on the centre of the wafer upon which the line of sight was previously directed, and satisfies himself that these three points are in the same right line, (see Plate 1.) The instructor will now derange the gun, and then call up each soldier in turn, who will aim the piece at the point indicated: he will criticize the aiming, pointing out to each of them their error or errors, if any are found, by making them see that the object aimed at is not in the line of sight, but that this line passes to the right, left, above, or below, as the case may be. After having rectified the aiming of each soldier, the instructor will be careful to derange the piece. This exercise will be repeated; but, instead of the instructor rectifying errors himself, he will first call up the men of his squad in turn, and ask each if the line of sight passes to right, left, above, or below the point indicated, or whether the piece inclines to the right or left. When the men have expressed their opinions, the instructor will give his own, correcting thus all the errors which have been committed. The instructor will repeat this exercise as often as may be necessary. After each drill, the instructor will enter, in a note-book, good, medium, or bad aiming, opposite each man's name.

Two drills, of two hours each, devoted to the first part of the instruction in aiming, will be sufficient to teach the generality of men the principles of aiming a gun with the raised sight down.

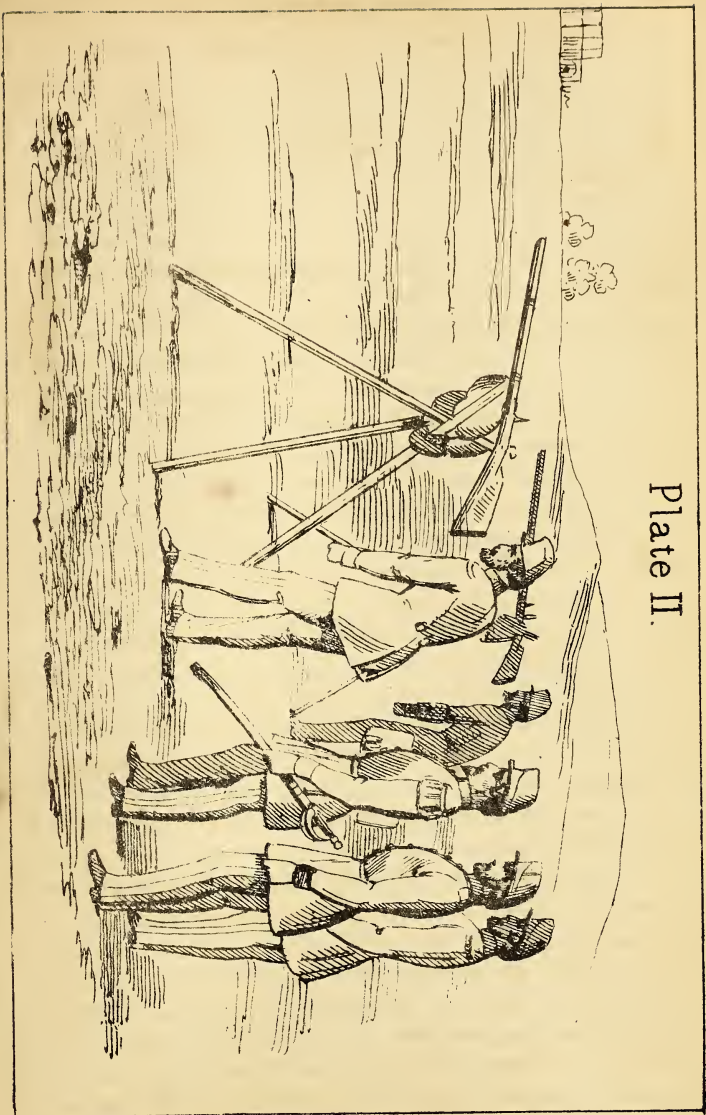
In a third drill, the instructor will explain to his squad the use of the different parts of his piece, the rules for firing, the object and use of the raised sight, by tracing the following figure on a board, table, or floor. Explain that the line of

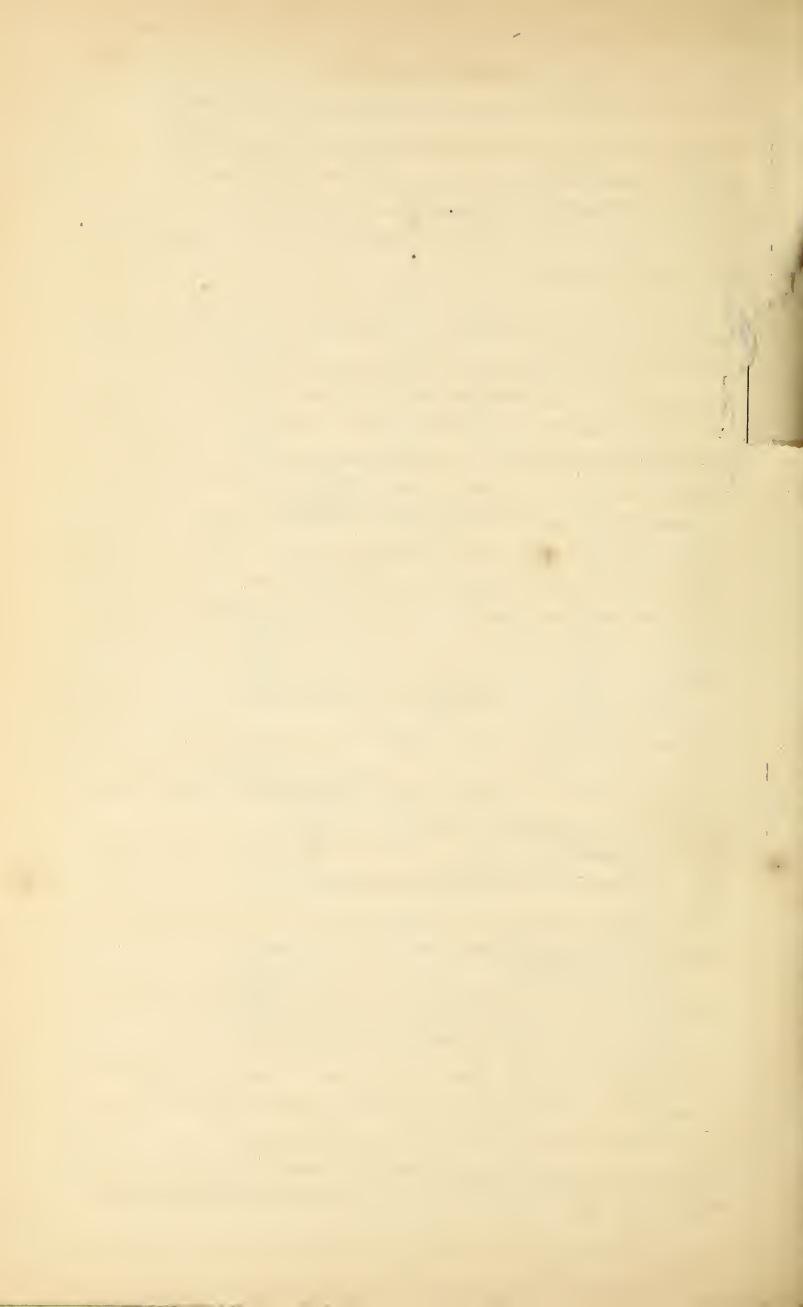


fire is the axis of the gun indefinitely produced, that the ball describes a curved line during its flight, that the line of sight is a right line passing through the middle of the notch of the rear sight and the top of front sight, that the point-blank is the second intersection of the trajectory, or curve, with the line of sight. Assuming the point-blank of a gun, with the hausse down, to be 200 yards, he will explain to his squad, that to hit a man in the head at 200 yards, aim at his head; at 150, at his throat; at 100, at his chest, and so on. Thus, with the assistance of a curved line, and a few simple remarks adapted to the comprehension of any man of ordinary intelligence, the squad will receive a lesson which many will find useful in practice, and but few will forget. The instructor will, from time to time during the drill, question the men, and satisfy himself that he is clearly understood. The instructor will also add, that, by the use of the hausse or raised sight, the number of points-blank are increased, and explain the reason.

The fourth, fifth, and sixth drills that follow will take place on the drill-ground, and squads will be exercised in aiming at any distance between 100 and 1000 yards, or up to that point for which the arm is sighted. Each squad is provided with a target, a bag partially filled with sand, and a tripod, formed of poles about six feet long, tied or fastened near the top. The tripod is placed in an upright position, the sand-bag on the tripod, and the piece on the sand-bag. Each man aims his own gun, (see Plate 2.) When he pronounces his piece correctly aimed, the instructor calls up the remainder of the squad in turn, who examine the piece and

Plate II.





inform the instructor, in a low tone, how, in their opinion, the gun is sighted. The instructor notes down their answers in his note-book. He then examines the piece himself, pronounces how the gun is aimed, calls up those who answered incorrectly, and, having satisfied them of their errors, requires the man who aimed the piece to correct his mistake. At the end of the drill the instructor will note good, medium, or bad aiming opposite each man's name. Should the captain of the company require it, the note-books used by the instructors during drill will be handed to him after drill. Should it be desirable to economize targets, one target will answer for the different squads of the same company during this part of the drill: in that case the tripods will be placed as near together as practicable. Soldiers who have previously been thoroughly instructed in this part of the exercise, and show a knowledge of the first four drills, may be excused from the last two.

ARTICLE II.

POSITION OF A SKIRMISHER AIMING STANDING.

When the men can aim correctly from a rest, they will be instructed in the above position.

Squads under arms will be formed in a single rank, with an interval of one pace between the files.

The instructor, facing the squad, will give the details of the position, executing the same himself as he describes them.

AIMING WITH SIGHT DOWN, (WHEN RIFLED MUSKET IS USED.)

*ONE TIME AND THREE MOTIONS.

First Motion.—As first motion of "charge bayonet," Scott's Tactics, vol. i. paragraph 187, except that the right foot is carried fifteen inches to rear of left heel.

Second Motion.—Bring down the piece with the right hand to the right side, the barrel uppermost; seizing it with

the left hand in rear of the hausse or breech-sight, the stock resting in the palm of this hand, the thumb extended along the stock, the left elbow close to the body, the muzzle as high as the eye. Cock the piece with the thumb of the right hand, the fingers supported against the guard and the small of the stock; seize the piece at the small of the stock with the right hand.

Third Motion.—Turn in slightly the left toe, raise the piece with both hands; place the butt firmly against the shoulder, the body erect, the left elbow close to the body; shut the right eye, raise the right shoulder in order to bring the sight to the height of the right eye, the elbow raised nearly to the height of the shoulder; aim, keeping the line of sight horizontal and in the vertical plane of fire, inclining as little as possible the head to the right, the thumb of the right hand over the small of the stock, the last joint of the first finger of the right hand in front of but not touching the trigger, the remaining fingers under, and grasping the small of the stock.

AIMING WITH SIGHT DOWN, (WHEN RIFLE IS USED.)

ONE TIME AND THREE MOTIONS.

First Motion.—Raise the piece with the right hand; make a half-face to the right on the left heel; place the hollow of the right foot opposite to, and fifteen inches from, left heel; the feet square: seize the piece at the same time with the left hand in rear of the hausse or breech-sight, the thumb extending along the stock.

Second Motion.—Bring down the piece with both hands; the barrel uppermost, the left elbow close to the body, the muzzle as high as the eye. Cock the piece with the thumb of the right hand, the fingers supported against the guard and the small of the stock. Seize the piece at the small of the stock with the right hand.

Third Motion.—Same as that given for rifled musket.

The instructor directs each man to take the position, commencing on the right of the squad: during the instruction he will assist the soldier in supporting his arm by placing his right hand under or near the middle band. After which, the man is made to take the position without any assistance. The commands given in order to make a soldier take or abandon the positions as given above, will be,—

“As a skirmisher, aim.”

“Cease—aiming.”

At the first part of the last command, withdraw the finger from in front of the trigger; at the command “Aiming,” retake the position of the second motion of “Aiming with sight down;” half-cock the piece, and come to a shoulder. As the instructor proceeds with the squad, he will direct those who have been instructed to exercise themselves in taking the position, keeping it for an instant, and then abandoning it, repeating this as often as they can while the rest are being instructed. Men will be cautioned not to cock the piece when repeating the instruction. The squad will now be exercised in aiming together, keeping them in the position long enough to confirm, but not long enough to fatigue them. This drill may be conducted in the quarters. In this case the instructor will drill but one man at a time; the remainder will exercise themselves in taking and abandoning the position as he proceeds. Two drills will be given to the above exercise. One will suffice for soldiers who have been previously instructed.

During the drill, the soldier will not be required to aim at any fixed point, the object being, that he may acquire with ease the position of a soldier, “aiming as a skirmisher, standing,” and the habit of readily catching with his eye the two points which determine the line of sight.

When the men are confirmed in the position described above, they will be exercised at aiming at a mark. First, with the sight down: one drill will be given to this exercise.

Previous to the man's aiming, the instructor will order him to direct the line of sight below the point to be aimed at; to raise the piece slowly until the line of sight is on the point designated, preserving his aim for an instant, keeping the body and gun immovable. During the first part of this drill the men will be instructed individually.

The men will now be exercised in aiming, using the hausse for ranges for which it is graduated, and the intermediate ones

AIMING WITH SIGHT RAISED, (WHEN RIFLE MUSKET AND
RIFLE ARE USED.)

ONE TIME AND FOUR MOTIONS.

First and Second.—Same as "Aiming with sight down."

Third Motion.—Raise the piece slightly with both hands, at the same time depressing the muzzle until the piece is horizontal, the left arm and stock against the body: with the thumb and first finger of the right hand, regulate the hausse for the distance indicated, and seize the piece with the right hand at the small of the stock.

Fourth Motion.—Same as third motion, "Aiming with sight down."

Two drills will be given to this exercise: during the first drill, the men will be instructed individually, commencing with the lower sights, and then causing the hausse to be raised gradually.

The position of a soldier aiming as a skirmisher cannot always be taken exactly in the same manner, as it will be found necessary to lower the shoulder and arms in proportion as the hausse is elevated: without moving the body, or inclining the head, the soldier, by lowering the shoulder and arms, can take any line of sight from 250 to 1000 yards. This will be found a good exercise for the men. In order to aim at objects 800, 900, and 1000 yards distant, it is neces-

sary to press the heel of the butt of the piece against the shoulder. If men have short necks, the position is constrained, and cannot be taken properly. Instructors perceiving this difficulty will exercise their judgment in requiring men to take the position above designated when firing at these long ranges.

During the second drill, squads formed on the drill-ground will be exercised in aiming together, using the different lines of sight for which the hausse is regulated. In this drill the bayonet will be fixed when aiming at distances less than 400 yards.

ARTICLE III.

POSITION OF A SOLDIER KNEELING AND AIMING AS A SKIRMISHER.

The instruction will be given without times or motions. The instructor will command,

“Take the position of a skirmisher kneeling and aiming,” or,
“Cease aiming.”

The instructor will detail the position of a skirmisher kneeling and aiming, as follows. The squad is supposed to be at shouldered arms, the files one pace apart. Take the position of present-arms; then carry the right foot to the rear and to the right of the left heel, and in a position convenient for placing the right knee upon the ground in bending the left leg; place the right knee upon the ground, lower the piece, the left forearm supported upon the thigh on the same side, the right hand on the small of the stock, the butt resting on the right thigh, the left hand supporting the piece near the lower band. Move the right leg to the left, around the knee supported on the ground, until this leg is nearly perpendicular to the direction of the left foot, and thus seat himself on the right heel. Raise the piece with the right hand and support it with the left, holding it near the lower band, the left elbow resting on the left thigh near the knee. With the thumb

and forefinger of the right hand regulate the hausse, if necessary; cock the piece, seize it with the right hand at the small of the stock, the right shoulder raised or lowered according to the position of the target, the right elbow nearly to the height of the shoulder; aim at the point indicated, keeping the top of the muzzle-sight and the bottom of the notch of the hausse in the vertical plane of fire, the thumb of the right hand over the small of the stock, the last joint of the first finger of the right hand in front of but not touching the trigger, the other fingers of this hand grasping the small of the stock. The instructor, having taken, and detailed at the same time, the position of a skirmisher kneeling and aiming, will instruct the men in aiming from this position, in conformity with what has been prescribed in Article II. Two drills will be given to this exercise. One will suffice for soldiers previously instructed in the drill.

ARTICLE IV.

KEEPING THE PIECE STEADY WHEN THE TRIGGER IS PULLED.

It is easy to preserve the aim until the trigger is pressed upon in order to discharge the piece; but, when this is done, the aim is maintained with difficulty. When pressing on the trigger, the line of sight is apt to be deranged: although properly directed before touching the trigger, it may not be so at the moment the discharge takes place. The report of the discharge of his piece should find the soldier still preserving his aim. The soldier will attain this if he holds his breath from the moment he commences to touch the trigger until the gun is discharged; if he does not pull the trigger with a jerk, or suddenly, but increases the pressure on the trigger by degrees; if he places his finger in such a manner upon the trigger as to exercise its full force, pressing not on the extremity of the finger, but on the last joint, or as near this

joint as the conformation of the man will permit. The instructor, holding a gun in a convenient position similar to that of charge-bayonet, will point out to each soldier in succession the manner of pulling the trigger, which will be done with the first finger of the right hand as described above, the remaining fingers of this hand under and grasping the small of the stock, the thumb over the stock.

The men repeat after the instructor, in succession, what he has just executed. After this has been repeated as often as necessary, the instructor explains to his squad how they should manage in order to fire without deranging the position of the piece after bringing the line of sight to bear on an object. He will explain and execute this as follows, aiming as in Article II.

Press upon the trigger by degrees with the last joint of the first finger of the right hand, closing the muscles of this finger without moving the arm, holding the breath, the sound of the discharge finding the soldier preserving the line of sight upon the point aimed at. Remain aiming an instant after the gun is discharged, to be assured that the object is still in the line of sight. In actual firing, it will be impossible to preserve the aim the instant the gun is discharged; but, should the gun hang fire, the soldier accustomed to remain an instant aiming will be more apt to make a good shot.

The instructor should make the soldier understand that a good marksman is known by the steadiness with which he preserves his gun when it misses fire.

The men will be made to take one, or the other, of the positions of a soldier aiming, as laid down in Article II. They will be permitted to snap the gun without any commands being given to that effect. The instructor will indicate the distance, either assumed or real, of the target, and will see that the men use the sights corresponding to those distances. The instructor will command, for instance, "Take the position of a 'skirmisher aiming standing' at 600 yards' aim."

The exercise given in this article is considered of great importance. It will be repeated for four drills. Two will suffice for those men who have been previously instructed.

ARTICLE V.

SIMULATED FIRING WITH CAPS.

This article is the same as the preceding, except that a cap will be used, and it will not be necessary to explain to the soldier the manner of pulling the trigger. Squads assembled in the quarters will be made to aim at a lighted candle, which will be placed three feet or more from the muzzle of the gun. The line of sight will be brought to bear below the flame; then, gradually raising the piece until the line of sight is directly on the flame, the cap will be exploded: if the cone and barrel of the piece are perfectly clear, and the piece correctly sighted, the body kept steady when aiming and at the moment the cap explodes, the candle will be extinguished. Simulated firing with caps will be executed in two drills. Ten caps per man will be exploded at each drill; eight caps standing and two kneeling.

ARTICLE VI.

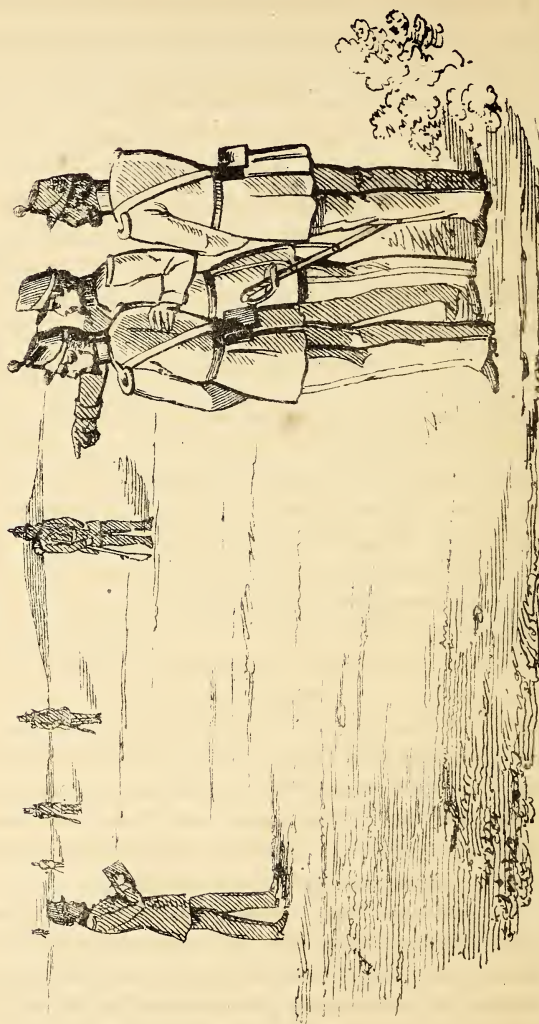
SIMULATED FIRING WITH BLANK CARTRIDGES.

Firing with blank cartridges will be conducted in conformity with the principles laid down in the foregoing articles. The squad will be formed on the drill-ground as prescribed in Article II. The men will fire in succession at a target, placed or supposed to be placed at different distances. The rules laid down in the foregoing articles relating to a soldier aiming will be strictly followed. This lesson will be executed in two drills; ten cartridges will be fired per man at each drill; eight standing and two kneeling.

The object of these drills is to accustom the men to preserve their aim when firing.



Plate III.

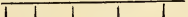


ARTICLE VII.

ESTIMATING DISTANCES.

(See Plate 3.)

The company assembled fully equipped as for drill will be divided into at least three squads, or as many as there are company officers present. Each officer is provided with a small cord, 25 yards long. The instructor will measure on the ground a right line, which will be marked off into distances,

0, 50, 100, 150, 200, yards; 0, 50, 100, 150, 200,


marking these distances, as measured, with a stake, stone, or line, on the ground. He will now direct each man of his squad to pace off the measured distance of 100 yards, cautioning them to be careful and preserve their natural gait, without attempting to increase or diminish the length of their step. He will direct the men to count the number of steps they take in passing over the distance of 100 yards. This having been repeated at least three times by each soldier, who reports each time the number of steps taken by him in passing over 100 yards, the ratio which a yard bears to the step of each soldier becomes known. The instructor will inform each soldier the number of steps it will be necessary for him to take to pass over 10 yards. The soldier now knowing the number of steps he must take to pass over 10 and 100 yards, it will be easy for him to measure any distance with sufficient accuracy for all practical purposes when firing.

To estimate a distance greater than 100 yards—in steps—the soldier, having started from the point of departure, will count the number of steps he should take to pass over 100 yards; extending as a tally, at the moment of arrival, the thumb of his right hand, the other fingers closed: he will recommence then his count, extending the first finger of the right hand when he has counted the number of steps necessary to make a

second 100 yards, and so on, until he arrives at a point less than 100 yards from the point up to which he is to measure. When the soldier finds himself less than 100 yards from the object, he will count by tens, saying, "Ten yards," when he has counted the number of steps necessary for him to pass over the distance of 10 yards, 20, 30 yards, and so on, until he arrives very near the object, when he will increase the length of his step, counting each step a yard; and, by adding these to the tens, he will then only have to count as hundreds the number of fingers he has raised, to know the whole distance, expressed in yards.

The instructor will form his squad at one of the extremities of the 200 yard line, which has been measured in such a way that the right line measured shall be perpendicular to the front of the squad. He will order four men to place themselves, the first at the point marked 50 yards, the second at the point marked 100 yards, the third at the point marked 150 yards, and the fourth at the point marked 200 yards. The men selected should be as near the same height as practicable. The instructor will now direct the attention of the squad to the different parts of the dress, arms, equipment, and figure of the men on the line, such as can be easily distinguished and recognised at 50 yards, and such as cannot be readily recognised at this distance. He questions each man of his squad on these points, not expecting all to answer alike, since the eyesight of men will generally differ.

The instructor will now call the attention of the men to the soldier placed at the point 100 yards distant, and cause them to make similar observations upon this man as those already prescribed for the soldier at 50 yards. The instructor again questions the men, and will be careful to point out to them the difference that exists between those two distances, as illustrated by the difference in the appearance of the same objects at these distances. The instructor will make, in succession, upon the two men placed at 150 and 200 yards, similar observations as prescribed for the men at 50 and 100 yards;

being very careful to call the attention of each man to the difference which exists between the four distances, illustrated by the distinctness with which certain objects are seen. The instructor will direct the squad to notice that men appear smaller the farther they are off, although in reality they are nearly the same height. The men stationed at the different points will be frequently replaced by others. When the men of the squad have made a sufficient number of observations upon the four distances above indicated, and when these observations are well impressed on their memories, the instructor will cause the squad to estimate intermediate distances between 50 and 200 yards.

In order to do this, the instructor will march his squad to a different part of the ground from that on which he measured the distances in the first instance, and form it in one rank. He now sends out one man, directing him to halt at a given signal. The instant this man steps off, the squad is faced about, in order that the men may not count the steps taken. When the man proceeds a sufficient distance, he will be halted, facing towards the squad. The squad will now be faced to the front. The men will estimate the distance which separates them from the soldier. The instructor cautions the squad to recollect the observations made by them upon the men placed at the measured distances. The instructor, placing himself a short distance from the squad, calls each man to him in turn, directing them to give in their estimates in a low voice. This is necessary, in order that no man may be influenced in his judgment by the opinion of another. The instructor writes in his note-book, opposite each man's name, the distance as estimated by him. The instructor will now cause the distance to be measured, and, at the same time, stepped off by the men. The instructor, having received from each man the distance as measured by him, will insert the same, by the side of the distance as estimated. The instructor now points out to the men the errors, if any were committed, in

estimating the distance. In order to do this more distinctly, he may send a man to the point from which the squad started, pointing out all errors by observations on this man. The instructor will repeat this exercise as often as in his judgment is necessary, taking care each time to choose a different distance, but always between the limits above indicated.

Estimating distances should take place under different conditions of the atmosphere, cloudy, foggy, &c.; and, if the locality permits, squads should be drilled on ground the outline of which is diversified by hills, ravines, &c.

When the instructor judges that the men of his squad—who should, if possible, be the same during these exercises—have acquired a sufficient accuracy in estimating distances comprised between 50 and 200 yards, he will proceed to estimate distances comprised between 200 and 400 yards. To accomplish this, he will cause to be measured a distance of 400 yards, and mark, upon the right line so measured, distances of 0, 200, 250, 300, 350, and 400 yards; 0, 200, 250, 300, 350, 400.

The squads will be formed as explained. The instructor now orders five men to place themselves, the 1st at 200, the 2d 250, the 3d 300, the 4th 350 and the 5th at 400 yards, facing the squad and resting on their arms. He will make upon these different distances observations similar to those already made upon the lesser distances and for that of 200 yards. This last distance should be the object of particular attention and study. The instructor will cause distances comprised between 200 and 400 yards to be estimated as explained for the lesser distances.

When the men have acquired sufficient accuracy in estimating distances comprised between 200 and 400 yards, they will be made to estimate distances comprised between 50 and 400 yards.

This having been accomplished, distances will be no longer estimated on single individuals, but on groups of men.

Each company, under the command of its captain, will be divided into two platoons; commanded by the first, and second lieutenants, when not superintending the firing of a class. The captain will keep himself with one of the two platoons, having an eye to the exercise. The chief of each platoon, having halted his platoon in a favorable position indicated by the captain, will bring his platoon to an order, and rest. A group, composed of a corporal, a drummer or bugler, and two men, will proceed immediately in front of the platoon, following a line indicated by the chief of platoon, who will point out to the corporal two points on this line upon which to direct himself. The corporal, having passed over a distance of 200 yards, but not exceeding 700, will be at liberty to halt his group. He will then place the men one pace apart, in one rank, and, facing the platoon, bring them to an order, and rest, and take his place on the right of the rank, the centre of which should be established on the line. The chief of the platoon will now estimate the distance himself, and note the same in his note-book. He will now call out the non-commissioned officers, receive their estimates, (which should be given in a low tone,) note down the same; and so on with the men. As soon as the officer in charge of the platoon commences to take down the estimates of the men, a sergeant, assisted by two men carrying a cord twenty-five yards long, will measure the distance which separates the platoon from the group, and note down the same.—Should the number of units which remain after having noted the hundreds and tens be less or equal to five, they will be rejected; if greater than five, they will be counted as ten. The officer having taken down the estimates, and the distance separating the platoon from the group having been measured, the officer will display a signal, and the sergeant who measured the distance will indicate the number of yards, by causing the drummer to sound a roll for each hundred, and a single tap for tens. The bugler will indicate the same by long and short notes.

The group, at the discretion of the officer commanding the platoon, may be made to increase or lessen the distance which separates it from the platoon, the corporal keeping the group within the limits prescribed, and on the line as indicated to him. When he halts the group, he will be careful to establish it on the line facing the platoon.

The sergeant charged with measuring the distance will retire a few paces from the line after having marked the point up to which he last measured.

He will observe the platoon, and as soon as its chief commences recording the estimates he will measure the distance which separates the group from its first station, taking note of this distance, and adding it to the first or subtracting it, as the case may be.

In estimating distances comprised between 700 and 1000 yards, the number composing a group will be increased to eight men, a corporal, and drummer or bugler. The groups will be formed sometimes in one and sometimes in two ranks.

In all other respects the rules laid down for estimating distances between 200 and 700 yards will be followed.

Instruction in estimating distances will be given when it does not interfere with other parts of the soldiers' drill. It will, however, always precede ball-practice, and be carried on during this practice. When one squad is occupied in firing at the target, the remaining squads will be exercised in estimating distances.

Officers, particularly, should be prompt in estimating distances correctly, as they are called upon to conduct and regulate the fire in presence of an enemy.

Second Lesson.

FIRING WITH BALL CARTRIDGES AT DIFFERENT DISTANCES, FORMATION OF CLASSES, ETC.

THE distances at which the targets are placed will be 150, 225, 250, 300, 325, 350, 400, 450, 500, 550, 600, 700, 800, 900, and 1000 yards.

These distances will be carefully measured and staked off on the "firing-ground."

The surfaces fired at will be,						
at 150 and 225	yards	one	target	6 ft. high and 22 in. broad.		
225 and 300	"	one	"	"	44	"
325, 350, and 400	"	one	"	"	66	"
450 and 500	"	one	"	"	88	"
550 and 600	"	one	"	"	110	"
700	"	one	"	"	132	"
800	"	one	"	"	176	"
900	"	one	"	"	220	"
1000	"	one	"	"	264	"

Four rounds will be fired at each of the above distances. The company will be divided into three equal classes, non-commissioned officers equally distributed. (See Form I.)

After the company has fired at the several distances 150, 225, 250, 300, 325, 350, and 400 yards, the classes will be rearranged according to merit of firing,—the first class composed of those men who have hit the target the greatest number of times, the second class of those who come next in order, and so on with the third, keeping the classes as nearly equal as practicable. Non-commissioned officers will not be assigned to classes according to merit, but according to rank, a sergeant in each class, the presence of non-commissioned officers being necessary with classes when estimating distances, &c. When the firing has been executed at the fifteen dis-

tances, the classes will be again reformed, as prescribed above; previous to which no change will be made.

Men who from unavoidable causes have missed drills will be placed in that class to which the number of their shots that hit the target entitles them,—which will be determined by a simple calculation.

A list of the company, arranged by classes, will be kept exposed in the quarters until new lists are formed. The object in forming classes is that the officers may know the good marksmen in their companies, and to stimulate the pride of the men.

When the company arrives on the ground, the classes will be paraded. The first class, formed in one rank, will take position ten steps in rear of the point from which the firing takes place, the centre of the rank on and perpendicular to the plane of fire.

The remaining classes will be divided into as many squads per class as there are intelligent non-commissioned officers available, and these squads, superintended by an officer, will be exercised, on suitable ground near the firing-ground, in estimating distances, or in what is laid down in Article IV. When estimating distances greater than 400 yards, the two classes may be united, in which case the detachment will be commanded by an officer. The officer superintending the firing will order his class to load at will, and then bring them to a "support arms," or "order arms," and rest.

Before a man fires, a roll on the drum, or note on the bugle, will be sounded. At this signal the markers will take their places. At the command

"Commence firing," the man on the right will take the position in front of the squad that has been pointed out to him, and fire, retiring, as soon as he has fired, three paces in rear of his first position; and so on with the rest. When a class has fired, it will reload at the commands "Load at will," "Load," and thus continue until the four shots have been

expended. Three shots will be fired standing, the fourth kneeling. The firing of the other classes will be conducted in the same manner. Officers should retire a short distance from the soldier who is about to fire, and be careful not to speak to him when in the act of firing. Officers will pay particular attention that all the principles are followed which have been laid down in the foregoing articles.

Balls which strike within the black lines will have no greater value on the "record-book" than those which strike any other part of the target.

An intelligent non-commissioned officer, assisted by a man, will place themselves in a hole dug at the foot and in front of the target, protected by a breast work of earth thrown upon that side from which the firing takes place. This non-commissioned officer will mark the shots which strike the target. He will be provided with a small flag, and a rod about six feet long, on one end of which will be nailed a circular disk of wood, or other material, six or eight inches in diameter, painted on one side white, on the other black. When a ball strikes outside the black, he will cover the shot-hole with the disk, presenting the black side to the detachment; when inside the black, the white side will be presented to view. Firing will only be permitted when the flag is down. The marker should be provided with a pot of paste, a brush, and patches of paper, when the target covered with muslin is used. After five shots, the marker will paste patches over the ball-holes, or otherwise deface them. When cast-iron targets are used, the marker should be provided with black and white paint.

Should it not be possible to obtain the greatest range laid down, the entire number of shots will nevertheless be fired. The shots, in that case, will be divided equally between the 150 yard range and the greatest available range.

The officer superintending the drill will note opposite each man's name his *hits*, which, after the drill ends, will be copied in the record-book kept for that purpose. (See Form L.)

When the first class has nearly completed firing its four rounds, the drummer will be directed to sound a roll, or the bugler the signal "Commence firing."

The second class will then be marched to the position occupied by the first, and execute what has been laid down above.

During the remainder of the drill, the first class will be exercised in estimating distances. It will be found to economize time, and the record of shots can be better kept, by keeping the same non-commissioned officer superintending the marking of shots during the entire drill.

Third Lesson.

FIRING AS SKIRMISHERS.

THE company will now be exercised in firing as skirmishers. Three drills will be given to this exercise. Ten cartridges will be fired per man at each drill. When firing as skirmishers, the men will be permitted to take that position which suits them best. The line of skirmishers will fire first advancing, then retreating, conforming to the principles laid down in the "instruction for skirmishers." The targets will be six feet high and twenty-two inches wide, placed upon a line parallel to the line of skirmishers and six yards apart.

As many targets will be used as the nature of the ground and a due regard to economy will permit. A line will be staked off parallel to the line of targets and 350 yards distant. The line of skirmishers, formed a suitable distance from this line, will advance upon it, and when on the line the command will be given, "Commence firing:" the line of skirmishers will advance and fire five rounds; the remaining five will be fired retreating.

The firing during the second drill will be executed as laid down for the first. The surface fired at will be double; the

targets placed six yards apart. The firing will commence when the skirmishers arrive on a line 600 yards from the targets. The number of targets will not be limited. Five cartridges will be fired advancing, and five retreating.

Firing during the third drill will commence when the skirmishers reach a line 800 yards from the line of targets. Four targets will be used, placed 12 yards apart. The dimension of each target will be 6 feet by 88 inches. After each drill, the distance at which the line of skirmishers commenced fire, the number of men present at the drill, and the number of balls that strike the targets, will be entered in the "record-book." (See Form II.) When the ranges as laid down cannot be obtained, they will be approximated to as nearly as possible, and the prescribed number of shots fired.

Fourth Lesson.

FIRING BY COMPANY OR RANK, AND BY PLATOON.

THE exercises in firing will terminate with firing by file, by company or rank, according to the tactics used, and by platoon. At each drill, six cartridges per man will be fired by file, two by rank or company, and two by platoon. The distances at which the several firings take place will be 300, 400, and 500 yards. The target used will be 6 feet high and 176 inches broad. The vertical and horizontal stripes on this target will be 12 inches in width.

The firings by file, by company or rank, and by platoon, will be executed in three drills: at the first, the firing will commence at 300 yards; the second, at 400; and the third, at 500 yards. At each drill, the firing will commence by file, then by company or rank, and will end by firing by platoon. When firing at 300 yards, whether by file, by company or

rank, or platoon, bayonets will be fixed. After each drill, the captain will enter in the "record-book" the number of men present at the drill, the number of balls fired, and the number that struck the target. (See Form III.) As the position of soldiers firing by file, company or rank, and by platoon, is different from that taken when firing as a skirmisher, it will be necessary, before executing the above firings, to habituate the men to the positions which they should take by simulated firings, such as have been described in Articles V. and VI. of First Lesson.

The simulated firing will first be by allowing the hammer to fall upon the cone. The men will be made to take the positions as laid down in the "School of a Soldier" as applicable to those different firings. They will be accustomed to regulate the hausse in ranks, putting in practice as much as possible, when firing in ranks, what has been prescribed for individual firing.

During the first part of the first drill, ten caps per man will be exploded,—six in file firing, two by company or rank, and two by platoon. During the second part of the same drill, ten blank cartridges will be fired,—six by file, two by company or rank, and two by platoon. The front rank will be made frequently to change positions with the rear rank. Firing with ball cartridges will then take place, preceding each real fire by simulated firings, when the hammer will be allowed to fall upon the cone. The proper execution of platoon and company firing depends in a great degree upon the commands of the officer. If he does not allow a sufficient interval between the commands "Aim" and "Fire," the men will not have time to aim. To obey in time the command, the trigger will be pulled suddenly. The result will be, that much of the efficacy of the fire will be lost, and a simultaneous fire, upon which a great deal depends, will not be obtained; for experience and reasoning demonstrate the fact, every thing else being equal, that platoon-firing is more

effective in proportion as it is executed together. When the officer leaves a suitable interval between the commands "Aim" and "Fire," the men have time to adjust the piece to the shoulder, to place the finger in front of the trigger, and to exercise a slight pressure on the trigger when awaiting the command "Fire." They are then ready to fire the moment the command is given, thus obtaining a simultaneous and effective fire. But, if the officer superintending the firing should be careful to leave a sufficient interval between the commands "Aim" and "Fire," he should no less avoid the opposite extreme. If he keeps the men aiming too long, they will become fatigued, will lose their aim, and will not be prepared to obey the command when given. It is only by commanding, and seeing platoon and company firing executed with ball and cartridge, and judging of its effect by the number of balls put in the target, that officers can appreciate the influence of a command properly given, and acquire the habit of thus giving their commands.

When firing by file, by company or rank, or by platoon, the officers will indicate the distance which separates the company from the object to be fired at. Men in ranks are necessarily more or less constrained in their movements. Occupied, moreover, in loading their pieces, soldiers will not be able to judge the distance which separates them from the enemy.

The most suitable moment to indicate the distance will be immediately before the command "Aim" is given. The men will then be in a position to regulate the hausse. To direct the fire of a platoon upon an enemy, for example, at 400 yards, the officer will command, "Fire by platoon," "Platoon—Ready—at 400 yards—Aim—Fire—Load."

The above observations are applicable to firing by company or rank.

When firing by file, the distance will be announced immediately before the command "Commence firing," and after the command "Ready."

Inaccuracy of fire may arise from very different causes.

1st. From ignorance of, or failing to apply, the principles which govern good marksmen when firing.

2d. A ball, when fired, may be, and generally is, deflected from its course when describing the trajectory.

The first causes may be obviated in a great degree by practical and theoretical instruction.

The second is attributable to the piece, and exterior influences acting upon the ball. Some of the causes cannot be modified by the most skilful marksman; while others, to a great extent, may be counteracted. It would be unreasonable to expect comparative perfection *in every gun* issued from our large manufactories. Our rifle musket is believed to be as perfect an arm of its kind as has ever been made. A perfect arm can only exist in theory. A soldier always firing the same piece will become acquainted with its defects, and will be able to make such allowances when firing as experience teaches him to be necessary.

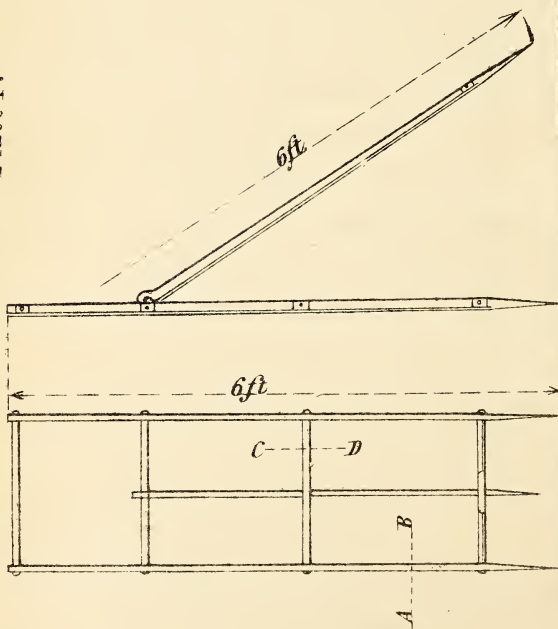
Among the exterior influences which affect the accuracy of a gun, the principal one is the wind. If the wind blows from the right, the ball will be deflected to the left; to the right, if it blows from the left; raised, if from the rear; and lowered, if from the front; raised and to the left, if it blows from the rear and right. The deviation produced by the wind will be increased in proportion as the distance increases: it increases even more rapidly than the distance. Experience alone can teach the soldier the allowance he must make for the wind. Not only does the wind affect accuracy of fire by deflecting the ball from its course, but it prevents a person from holding his piece steady.

The temperature and dampness of the atmosphere influence the ball in its flight. It has been remarked that in dry weather longer ranges have been obtained than in damp weather.

When firing at an object in motion, allowance must be

22 inches

Plate IV



Cloth

Section C.D



Section A.B



made for the motion. For instance, when firing at a horseman galloping in a direction perpendicular to the plane of fire, it is necessary that the line of sight should move in proportion as the horseman moves, and should be directed in advance of him in proportion as he is farther off.

In opening a fire upon an enemy, particular attention should be paid to discover where the first balls fired strike. It would be better that the balls fall short of, rather than pass over, the enemy. In the first case, we stand a chance of a ricochet ball taking effect. From which we naturally deduce that a soldier should be impressed with the necessity of firing too low rather than too high.

Targets.

THE difficulty of procuring any specified material for targets at many posts precludes the adoption of any particular target.

The surface fired at, at the different distances, will alone be fixed by regulation.

The following suggestions are offered.

The best targets, and those recommended for permanent posts, are of cast iron,—by far the cheapest and most durable. The different surfaces required could be obtained by having four cast-iron targets of the following dimensions,—one target 6 feet by 22 inches; one 6 feet by 44 inches; one 6 feet by 66 inches; and one 6 feet by 132 inches.

When cast-iron targets cannot be had, the next best are targets formed of wrought-iron frames (see Plate 4) with muslin stretched upon them. Four frames of the following dimensions, by combination, would enable us to obtain the surfaces required,—one 6 feet by 22 inches; one 6 feet by 44 inches; one 6 feet by 88 inches; one 6 feet by 110 inches; and all the parts could be carried in a wagon-body.

By carefully covering the ball-holes with patches of paper pasted on, we strengthen and thicken the target; and one of these targets will last longer than one would suppose.

The next best targets are wooden frames composed of four pieces, 6 inches wide and 1 inch thick, bolted together; the ends of the vertical sides projecting about a foot below, and sharpened, the frame covered with muslin and held in position by four guys fastened to the top and attached to pins in the ground in front and rear. (See Plate 5.)

Every target, except the one used in determining the regimental prizeman, will be marked by a vertical and a horizontal stripe, dividing it into four equal parts, and varying in width according to the distance, as follows :

At 150	and	225 yards	4 inches wide.
" 250	"	300 "	5 " "
" 325	"	350 "	8 " "
" 400 450	"	500 "	12 " "
" 550 600	"	700 "	16 " "
" 800 900	"	1000 "	20 " "

Targets will be furnished by the quartermaster's department.

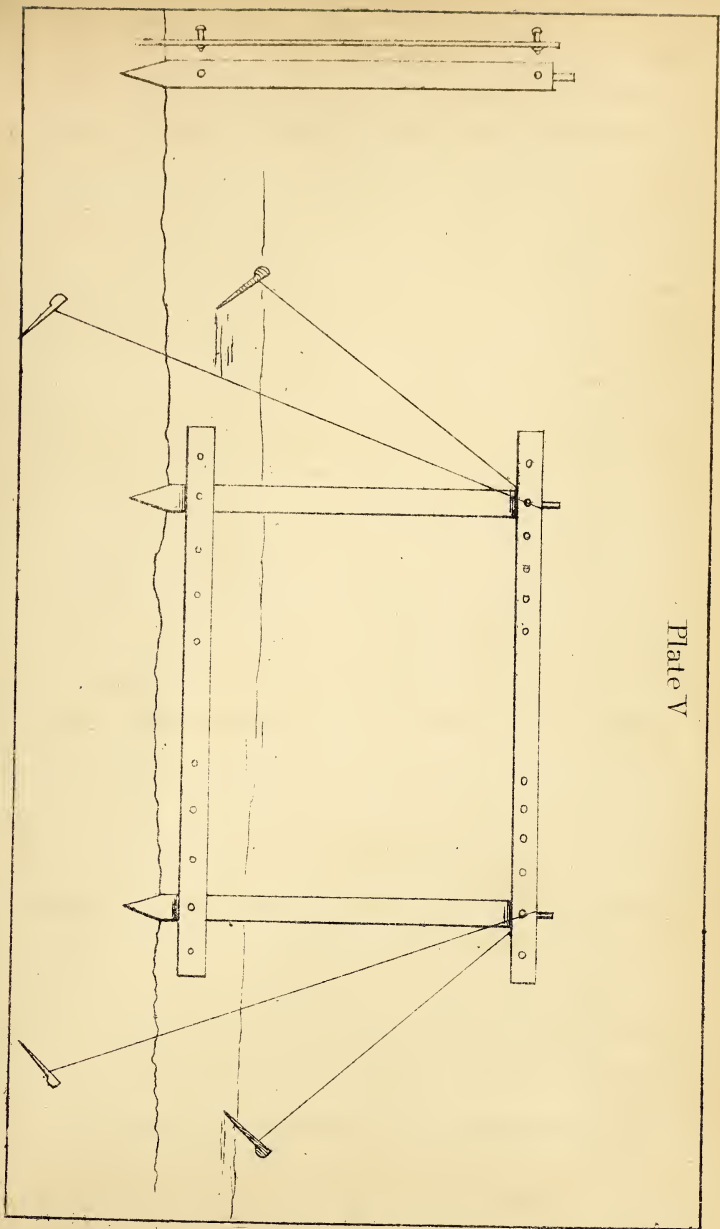
Prizes.

PRIZES will be of three kinds,—an army prize, regimental prizes, and company prizes.

The company prize will be awarded by the captain, after the annual target-practice has terminated, to that non-commissioned officer, musician, or private, who has hit the target the greatest number of times at the various distances prescribed.

The company prize will be a brass *stadia*, worn on the right or left breast, according to the arm used, musket or rifle; the ball passed through the button-hole, and the hook fastened to

Plate V



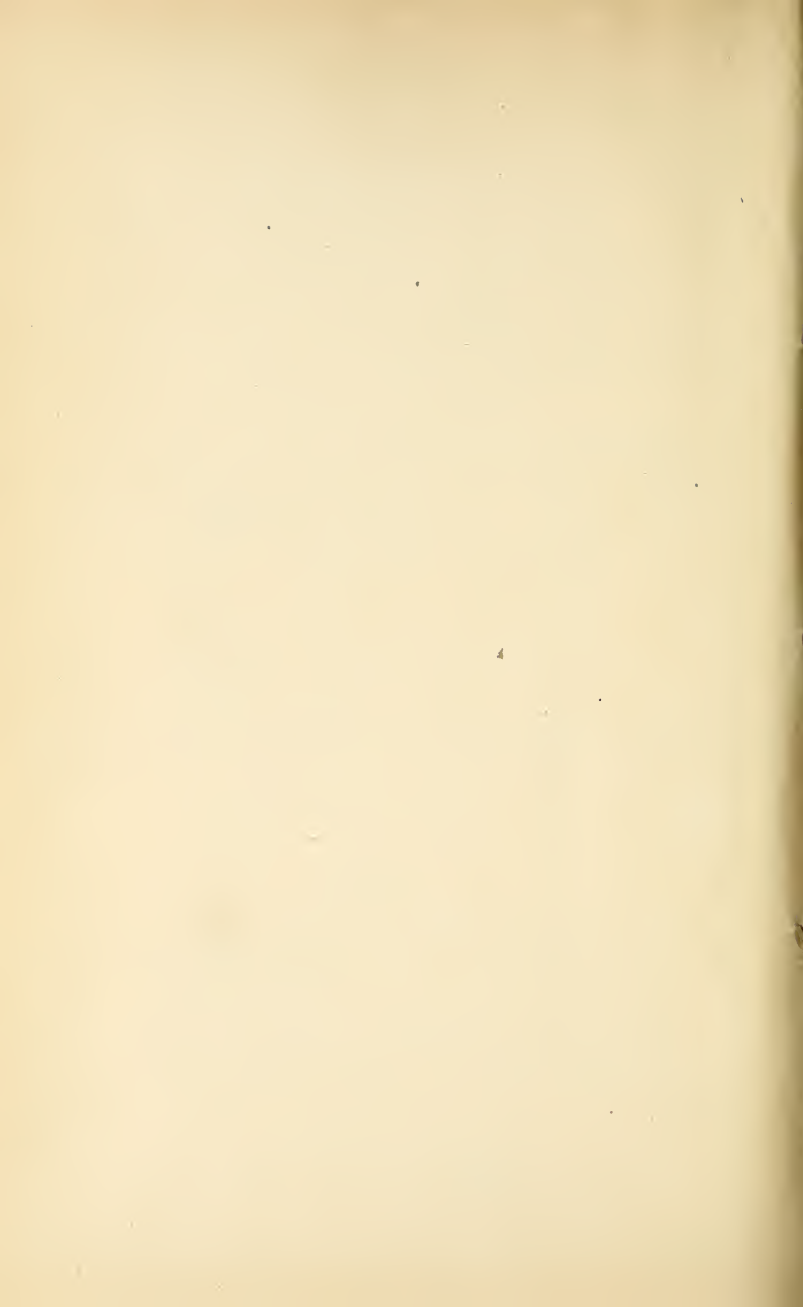
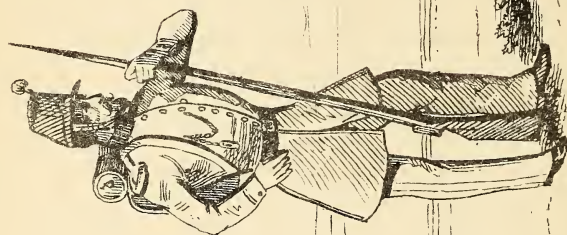




Plate VI.



a loop worked four inches from the row of buttons. (See Plate 6.)

Should several men of the company have the same number of hits, they will, under the supervision of the captain, fire at a target 200 yards distant until the question is decided. Should a man, from unavoidable causes, fail to fire from one or more of the prescribed distances, and if by firing from these distances he might prove the successful competitor, he will be permitted to fire under the supervision of the captain.

The regimental prize will be a silver stadia, with a silver chain attached. It will be awarded by the colonel of the regiment to that company prizeman who has made the shortest string; and his name and company will be announced in regimental orders. To enable colonels to determine the regimental prizemen, commanding officers of posts will be governed by the following regulations. The company prizemen, at each post, to fire according to the details given below, under the direction of the commanding officer, who will forward a record of the firing of the best shot of the several companies of the same regiment to regimental headquarters.

1st. The order in which the men fire will be determined by lot.

2d. The target will be a circular board or boards three feet in diameter. The middle of the target will be marked by the centre of a black circle eight inches in diameter. The rest of the target will be painted white.

3d. Each man fires ten balls. The distance fired from will be 200 yards.

4th. After each shot, the distance from the centre of the ball-hole to the centre of the target will be measured and recorded. The ball-hole is then covered by pasting over it a small piece of paper.

5th. Balls which strike by ricochet will be counted as having missed the target.

6th. Each miss counts 20 inches on a man's string. In all cases the man whose string is shortest is selected.

7th. If several competitors obtain equal strings, they will fire as many shots as may be necessary to decide the question between them.

8th. The position fired from will be that of a soldier "firing as a skirmisher standing."

9th. Each man shall load and fire his own gun. The full charge of powder in a cartridge will be used. No allowance will be made for guns hanging fire.

The firing, if possible, should be finished in one practice or trial. However, should the weather change during the trial, and be such that it operates to the disadvantage of those whose turn it is to fire last, the commanding officer will suspend the trial, to be resumed when the weather permits.

The circular target should be raised at least three feet from the ground.

The regimental prize will be given to the successful competitor by the inspector-general, should he be present; in his absence, by the senior officer present on parade.

If two men of a regiment have the same string, the colonel will inform the commanding officer of the post or posts at which these men are stationed, who will direct an additional ten shots to be fired, and forward the record of firing as before.

Prizes will be worn on all full-dress occasions, on orderly duty, and when attending the pay-table.

Regimental and company prizes shall be held by the successful competitor until the next annual distribution takes place. A man having worn a prize for one year may obtain the prize a second, or any number of years, provided he is the successful competitor.

As prizes are honorable badges, a soldier may be deprived of them by the sentence of a general court-martial.

Prizes will be furnished by the Ordnance Department.



Requisitions will be made for them by regimental commanders and company officers. They will be borne on the Ordnance-Return as other property. Soldiers will be charged with their loss, or injury, as with other public property.

The army prize will be a silver medal $2\frac{1}{2}$ inches in diameter, suspended by a silver chain.

The chain will be worn around the neck, the medal resting on the breast.

The army-prize will be worn on all full-dress occasions, on orderly duty, and when attending the pay-table.

The army prize, when awarded, belongs to the soldier, who may, however, be deprived of wearing it, by the sentence of a general court-martial.

On one side of the medal will be engraved the grade, name, company, and regiment of the soldier; on the other side will be engraved, Army Target Prize for 18—. (See Plate 8.)

The army prizeman will wear both his army and regimental prizes.

The name, company, and regiment of this man to be published in orders from the headquarters of the army, and a copy forwarded, with the army prize, to his commanding officer, to be given to him by the inspector-general, if present; otherwise, by his commanding officer on parade. This man is to be determined as follows:

Regimental commanders will forward to the headquarters of the army the name, company, and record of the firing of the regimental prizeman. Should two regimental prizemen have equal strings, the same course will be pursued as determining the regimental prizeman under similar circumstances, except that the new record of firing will be forwarded direct to the headquarters of the army by the commanding officer of the post.

N. B.—The regimental prizeman will wear the regimental prize, and turn in to his captain the company prize.

Stadia.

(See Plate 7.)

THE stadia is an instrument used for estimating distances. It is a piece of copper, or other material, with an isosceles triangle cut out of it. The upper and lower sides are graduated, and a slide works from left to right. The base of the opening is perpendicular to the sides of the instrument, and represents the apparent height of a man at a given distance, when the instrument is held horizontally at a certain distance from the eye.

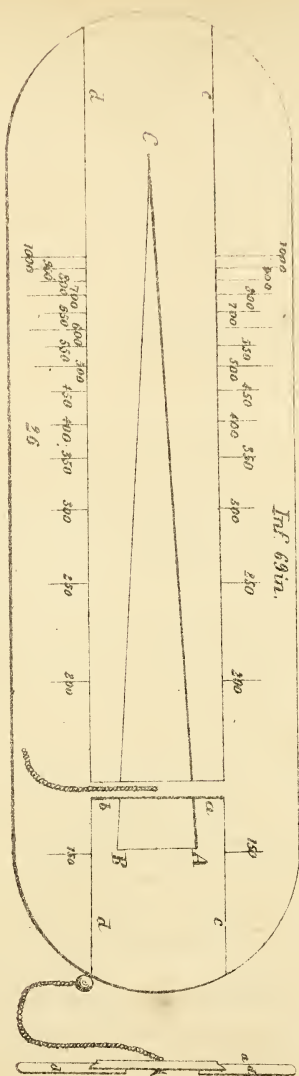
In the opening A B C, A B, the base, when held vertically and at a distance—say 26 inches—from the eye, represents the apparent height of a foot-soldier with his cap on, at say 150 yards.

In order that the instrument shall always be used at the same distance from the eye, a string or chain is attached to the slide. The graduation of the sides of the instrument is made by observation or by calculation, assuming the average height of an infantry-soldier to be a certain number of inches.

To use the instrument, hold the knot at the end of the string, or the ball of the chain, between the teeth, stretch the string or chain by extending the arm, keeping the base A B of the opening vertical: pass the instrument from right to left across the field of sight, until the top of the cap and feet of the man appear to graze the sides C A and C B respectively. Move the slide to the point of apparent coincidence, and take the reading above, or below, as the case may be. This will give the distance.

The upper side of the instrument is graduated to determine the distance of foot-soldiers; the other, the distance of cavalry. In the latter case, we must regard the top of the trooper's cap and his horse's feet.

Fig. 2





Record-Books.

EACH company will be furnished with a blankbook, two quires folio cap, in which the record of firing will be kept according to Forms I., II., and III. These books will be left at the post-adjutant's office for the inspection of the commanding officers after each firing, or at the end of the week, as that officer may direct.

Record-books will be furnished by the Quartermaster's Department, on requisitions made by commanders of companies.

The Firing of Guards.

IMMEDIATELY after the guard marches off, it will fire at a target under the supervision of the officer of the guard, or, in his absence, the officer of the day, conforming to the principles laid down in this system.

For three months in the year, commencing on the 1st of January, guards will fire at the distances 150 and 225 yards.

For three months at	"	"	250	"	300	"
"	"	"	"	"	325	" - 350
"	"	"	"	"	400	" 450

When the ranges laid down above cannot be obtained, they will be approximated to as nearly as possible.

The size of the targets fired at from the several distances given above will be the same as prescribed for the same distances in Lesson II.

When practicable, the best shot will be credited with a tour of police or fatigue duty.

In this firing, the string will be measured from the centre of the ball-hole to the centre of the intersection of the horizontal and vertical stripes. Equal strings will be decided by the men firing a second shot.

FORM I.

Record of the Firing of Company "A," 1st Regiment of Infantry, 1858.

No.	First- CLASS NAMES.	Grade.	150 yards.		225 yards.		250 yards.		300 yards.		325 yards.		350 yards.		400 yards.		Total No. of Hits.	No. of balls fired.	Ratio of hits to 100.
			Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.			
1	A—B—	1st Sergt. 4th	Apl. 12th	4	Apl. 19th	3	Apl. 23d	4	Apl. 26th	3	May 3d	2	May 5th	4	May 6th	4	24	28	85.71
2	C—D—	Sergt.	"	3	"	2	"	2	"	2	"	3	"	2	"	2	16	"	57.14
3	E—F—	Priv.	"	4	"	3	"	2	"	3	"	2	"	2	"	3	19	"	67.85
4	G—H—	"	"	*	"	3	"	3	"	2	"	3	"	2	"	2	15	24	62.05
5	I—J—	"	13th	4	"	3	"	3	"	2	4th	3	"	1	"	2	18	28	64.28
6	K—L—	"	"	4	"	3	"	2	"	3	"	2	"	2	7th	3	19	"	67.85
7	M—N—	"	"	3	"	3	"	2	"	3	"	3	"	2	"	2	18	"	64.28
8	O—P—	"	"	3	"	2	"	3	"	3	"	1	"	3	"	1	16	"	57.14
			15th				24th												
24	X—Y—	"	"	3	"	*	"	1	"	2	"	3	"	*	"	1	10	20	50

* Absent, sick.

FORM I., (continued.)
Record of the Firing of Company "A," 1st Regiment of Infantry, 1858.

No.	SECOND- CLASS NAMES.	Grade.	150 yards.		225 yards.		250 yards.		300 yards.		325 yards.		350 yards.		400 yards.		Total No. of Hits.	No. of balls fired.	Ratio of hits to 100.
			Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.			
1	A—D—	2d Sergt.	May 8th	4	May 12th	4	May 13th	4	May 15th	2	May 16th	3	May 18th	4			25	28	89.28
2	C—B—	1st Corp.	"	3	"	2	"	1	"	2	"	2	"	1			15	"	53.57
3	E—G—	3d Corp.	"	2	"	3	"	4	"	3	"	3	"	2			20	"	71.43
4	G—F—	Priv.	"	*	"	4	"	4	"	3	"	4	"	3			20	28	83.33
5	M—Y—	"	"	3	"	4	"	2	"	2	"	1	"	2			16	24	57.14
6	Q—R—	"	"	2	"	3	"	3	"	2	"	1	"	2			15	"	53.57
7	S—T—	"	"	4	11th	3	"	3	"	3	"	2	"	2			19	"	67.85
8	U—V—	"	"	3	"	4	"	3	"	3	"	3	"	3			23	"	82.14
24	W—X—	"	"	4	"	2	14th	2	"	3	"	1	"	2			14	24	58.33

* Absent, sick.

FORM I., (continued.)
Record of the Firing of Company "A," 1st Regiment of Infantry, 1858.

No.	THIRD- CLASS NAMES.	Grade.	150 yards.		225 yards.		250 yards.		300 yards.		325 yards.		350 yards.		400 yards.		Total No. of Hits.	No. of balls fired.	Ratio of hits to 100.
			Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.			
1	A—C—	3d Sergt.	May 19th	4	May 20th	4	May 21st	4	May 24th	4	May 26th	3	May 27th	2	May 29th	3	24	28	85.71
2	C—B—	Corp.	"	4	"	4	"	2	"	3	"	4	"	3	"	2	22	"	78.57
3	T—G—	Corp.	"	4	"	3	22d	4	"	2	"	3	"	4	"	2	22	"	78.57
4	N—M—	Priv.	"	3	"	2	"	4	"	4	"	3	28th	2	"	4	22	"	78.57
5	H—J—	"	"	3	"	3	"	2	"	3	"	2	"	1	31st	3	17	"	60.71
6	L—O—	"	"	4	"	3	"	2	"	2	"	2	"	2	"	2	17	"	60.71
7	R—B—	"	"	3	21st	4	"	2	"	2	"	2	"	2	"	2	17	"	60.71
8	S—A—	"	"	4	"	3	"	2	"	2	"	3	"	2	"	2	18	"	64.28
24	W—C—	"	"	4	"	4	"	3	"	2	"	2	"	3	"	4	22	28	78.57

FORM I., (concluded.)

Record of the Firing of Company "A," 1st Regiment of Infantry, 1858.

No.	First- Class Names.	Grade.	450 yards.		500 yards.		550 yards.		600 yards.		700 yards.		800 yards.		900 yards.		1000 yards.		Total No. of Hits.	No. of balls fired.	Ratio of hits to 100.
			Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.	Date.	Hits.			
1	A—B—	1st Sergt. 4th	Jun. 1st	3	Jun. 2d	3	Jun. 4th	2	Jun. 8th	3	Jun. 11th	2	Jun. 14th	1	Jun. 16th	0	Jun. 17th	1	15	32	46.87
2	C—D—	Sergt.	"	2	"	2	"	1	"	1	"	0	"	1	"	0	"	0	7	"	21.87
3	G—F—	Priv.	"	4	"	3	"	2	"	2	"	1	"	1	"	0	"	1	14	"	43.75
4	U—V—	"	"	3	"	2	"	2	"	2	"	*	"	1	"	1	"	2	13	28	46.43
5	N—M—	"	"	3	"	3	"	3	"	1	"	1	"	0	"	1	"	0	12	32	37.5
6	W—C—	"	"	3	"	2	5th	*	"	2	"	1	"	1	"	0	"	0	9	28	32.14
7	E—F—	"	"	2	"	2	"	1	"	1	"	1	"	0	"	1	"	0	8	32	25.
8	H—L—	"	"	3	3d	2	"	1	"	1	"	1	"	1	"	1	18th	0	10	"	31.25
24	S—T—	"		2	4th	2	6th	2	"	1	12th	2	"	1	17th	1	"	0	11	"	34.38

* Absent, sick.

FORM II.

Firing as Skirmishers.

1st Drill, July 1, 1858. Distance from which line of skirmishers commenced firing: 350 yards.				2d Drill, July 3, 1858. Distance from which line of skirmishers commenced firing: 600 yards.				3d Drill, July 6, 1858. Distance from which line of skirmishers commenced firing: 800 yards.			
No. of men.	No. of Balls fired.	No. of Balls hit.	Ratio per 100.	No. of men.	No. of Balls fired.	No. of Balls hit.	Ratio per 100.	No. of men.	No. of Balls fired.	No. of Balls hit.	Ratio per 100.
84	840	210	25	84	840	168	20	84	840	105	12.5

FORM III.

Firing by File, by Company or Rank, and by Platoon.

Species of Firing.	Date.	Distance.	No. of men.	No. of Balls fired.	No. of Balls hit.	Ratio per 100.
By File.....	July 15	300 yds.	84	504	290	57.54
By Rank or Com- pany	"	"	"	168	90	53.57
By Platoon	"	"	"	168	100	59.52
Total.....				840	480	57.14
By File.....	July 17	400 yds.	81	486	215	44.24
By Rank or Com- pany	"	"	"	162	61	37.65
By Platoon	"	"	"	162	54	33.33
Total.....				810	330	40.74
By File.....	July 18	500 yds.	79	474	161	33.97
By Rank or Com- pany	"	"	"	158	47	29.75
By Platoon	"	"	"	158	36	22.78
Total.....				790	244	30.89





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